

# MERCER COUNTY HOUSING AUTHORITY

## MODERNIZATION COORDINATOR BUILDING INSPECTOR HOUSING & COMMUNITY PLANNING

### JOB DESCRIPTION:

This is staff work performing varied assignments as an assistant to an administrative officer of the Housing Authority. An employee in this class is responsible for performing a wide variety of staff assignments, many of which have a significant effect upon Housing Authority policy and operations. Work includes analyzing administrative operations, developing and installing work standards and procedures, conducting independent research, preparing detailed and comprehensive reports of findings and recommendations, and administering a variety of Housing Authority programs. Assignments usually require familiarity with functions of the Housing Authority in which the incumbent is employed, but accomplishment in a specific technical field is not expected. Since all positions in this class involve a staff relationship to an administrator, supervision is not normally exercised over employees except where the incumbent has been assigned direct responsibility for supervision of specific Housing Authority functions. Assignments are carried out with considerable initiative and independence, but work is reviewed through conferences, and evaluation of results obtained.

### EXAMPLES OF WORK PERFORMED:

Coordinate between contractors, architects, and the Housing Authority.

Attend regular job meetings both on-site and off-site.

Inspect contractor's work progress to ensure work complies with specifications and contract.

Complete on-site inspections of materials, methods, and workmanship.

Review change orders and make recommendations of and changes in scope.

Track and follow-up on construction issues and ensure conformance with codes, plans and standards.

Maintain daily construction log.

Perform field visits and approve physical work.

Review progress payment request.

Complete contractor's employee interviews to ensure HUD wage and benefit compliance, including labor relations and aspects such as EEO and Section 3.

Read and interpret blueprints, specifications, architectural, and engineering drawings.

Assist in the preparation and planning of future work needs including estimates and project feasibility.

Monitor in-house renovations of all Housing Authority properties.

Complete scopes of work along with ICE.

Prepare and maintain records and files including periodic progress reports.

Assist with preparation of the Agency Plan as it relates to capital budget.

Prepare and assist with implementation schedule for present and future improvements through consultation with Housing Authority staff, architects, engineers, and Housing Authority residents.

Assist with setting the criteria for selection of architects or engineers.

Prepare non-technical and occasionally technical specifications for construction contracts program to assure equal opportunity for participation, as well as to prevent fraud in program operation.

Section 504 Coordinator:

Evaluate reasonable accommodations request.

Design and recommend solutions for special needs requests.

Collaborate with advocacy organizations.

Perform in-house Section 504 evaluations.

Develop physical needs report and transition plan for compliance.

Coordinate Engineers, Architects, and Contractors for 504 work.

Conduct personal interviews with special needs request persons.

Perform other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Proficient reading, writing, grammar, and mathematical skills.

Proficient interpersonal relations and communicative skills.

Knowledge of applicable regulations and policies.

Moderate word processing and computer skills.

**EXPERIENCE, TRAINING, AND REQUIREMENTS:**

Must be a Pennsylvania resident.

Must have a valid Pennsylvania driver's license.

Must meet the minimum experience and training requirements of:

Five years of responsible and varied experience in the building trades which includes at least one year of experience in the quality control inspection of materials and workmanship used in the construction of various building structure components such as floors, walls, ceilings, and roofs;

- or -

Quality control inspection of installation of building equipment and systems as electrical, plumbing, heating, or ventilation;

Any equivalent experience and/or training which provides the knowledge and abilities.

**SUPERVISION:**

Under the direct supervision of the Executive Director

**REVISED 02/15/2023**