



# THE CUMBERLAND HOUSING GROUP

## JOB DESCRIPTION

<b>Position Title:</b> Special Projects Coordinator	<b>Salary Grade:</b> 8
<b>Department:</b> Administration	<b>FSLA Status:</b> Non Exempt
<b>Reports To:</b> President/CEO	<b>Last Reviewed:</b> 9/13/2017
<b>Positions Supervised:</b> None	

### General Description of Position

This position serves as a support position to the President and Chief Executive Officer and at their direction also works for other Directors. The position involves a varied assortment of duties involving clerical work and considerable amount of field work at housing sites. This position is intensely involved in the conception, planning, developing and construction of new development and rehabilitation activities including all contract management and construction inspection activities. An employee in this position must have strong analytical and problem solving skills, a strong work ethic, and is self motivated without supervision or guidance.

### Position Duties and Responsibilities

- Perform technical communication, both orally and in writing;
- Daily use of modern office practices, procedures, and office equipment;
- Extensive use of the computer including Microsoft Word, Excel, Outlook and use of the internet;
- Will make moderately complex computations with speed and accuracy;
- Must quickly and accurately comprehend written and oral instructions;
- Will meet and deal tactfully and courteously with the public, tenants and vendors;
- Establish and maintain effective working relationships with other employees;
- Will answer the telephone and route callers to the proper individual or department;
- Will generate, receive, enter and close work orders within the computer data system;
- Escort third party personnel as needed at various housing locations;
- Record inspection information and create work orders from the various reports;
- Maintains Maintenance, Capital Fund Improvement Program, and construction files, and supply information from the files for staff and government requests;
- Will research information for departments from files;
- Perform scheduling of personnel, contractors, etc.;
- Prepare various reports, graphs and documents for all Departments;
- Perform extensive record keeping and filling;

### **Position Duties and Responsibilities Continued**

- Formulate letters for distribution for resident notifications;
- Prepare, assemble, and provide oversight and management of contract documents;
- Perform internet research on new products and procurements;
- Perform Procurement activities related to contractual work in accordance with established government procurement policy;
- Knowledge of Federal and State OSHA safety regulations, occupational hazards, and personnel safety procedures with the ability to conduct training classes;
- Oversight and management of HUD Section 3 Activities, Labor Enforcement and Davis-Bacon Wage Rate Compliance for Cumberland Housing Group projects and related documentation;
- Will prepare designs, material lists, cost estimates for various work projects;
- Perform move-in, move-out and housekeeping inspections with residents;
- Will read and correctly interpret architectural and engineering drawings and scope of work documents to determine compliance with desired outcomes;
- Communicates and works with City and County Planning Departments as well as other regulatory agencies;
- Must become certified and conduct homebuyer education classes and counseling activities;
- Perform other miscellaneous duties as assigned.

### **Work Environment**

- The position incumbent works in both an office and outside environment to perform job functions.
- Physical: Work is generally performed outside within developments owned by Cumberland Housing. Essential functions require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time.
- Mental: The incumbent must be capable of working closely and cooperatively with other people, both within and outside the organization.
- Environmental: Outside environment, exposure to weather and to possible disruptive residents and non-residents of Cumberland Housing.

**Required Qualifications for the Position**

- Must be a high school graduate or have a GED. Associate Degree is preferred.
- Must have valid vehicle operator's license with a driving record acceptable to the Cumberland Housing insurance carrier.
- Will be required to submit an FBI fingerprint record and must have a negative criminal background.
- Required to complete a pre-employment physical and future physicals when directed.
- Must participate in random employment drug and alcohol screenings.
- Must possess the proper attitude toward the elderly and low-income families and an understanding of how to deal with difficult people.
- Computer operation skills and knowledge of the Internet, Word and Excel software.
- Ability to perform assignments under unfavorable weather conditions such as extreme heat, cold, rain or snow.
- Must be physically qualified to perform duties of position.
- Must be able to be personally reached by telephone and provide the number to staff.
- Two years experience in construction, housing codes, housing inspection.

Nothing contained in this Job Description or in any other materials or information distributed by Cumberland Housing creates a contract of employment between an employee and Cumberland Housing. Employment is on an at-will basis. This means that employees are free to resign their employment at any time, for any reason, and Cumberland Housing retains that same right. No statements to the contrary, written or oral made either before or during an individual's employment, can change this. No individual supervisor, manager or officer can make a contrary agreement.

I have read and understand the duties and requirements of this position. I agree to perform my work according to this Job Description.

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(Signature)

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(Date)