

POSITION TITLE: Assistant Program Coordinator, Apartment Preparation

DEPARTMENT: Step-Up Program

STATUS: Non-exempt

SALARY: \$22.76/hour

POSITION SUMMARY:

Under the direction of the Program Instructor, the Assistant Program Coordinator is responsible for the training, coordination, and supervision of the Step-Up Apartment Prep crew. Staff are comprised of a team of apprentices participating in a two-year work training program. The position requires supervision, coaching, and teaching skills, basic cleaning and housekeeping skills, as well as general maintenance techniques, such as minor spackling and painting, tile replacement, stripping and waxing floors, and making sure units are ready for new tenants. The Assistant Program Coordinator performs this work alongside the team while providing guidance and instruction.

ESSENTIAL FUNCTIONS:

1. Work under the direction of the Step-Up Program Instructor to train, supervise, and mentor participants in the Step-Up Apartment Preparation program.
2. Work in conjunction with other WHA departments to plan, schedule, and complete Apartment Preparation-related tasks.
3. Prepare daily reports, weekly payroll logs, and other monthly reports for submission to the Step-Up Program Instructor.
4. Schedule all Step-Up Apartment Preparation team training, including in-service training, educational training, and fieldwork.
5. Work with representatives of the Massachusetts Division of Apprentice Training when necessary.
6. Ensure that projects are in compliance with WHA objectives, quality levels, timeliness, and budget.

OTHER RESPONSIBILITIES:

1. Perform similar job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. High school diploma or equivalent;
2. Valid, insurable Massachusetts driver's license;
3. Bilingual (Spanish/English);
4. Two (2) years of staff supervisory experience;
5. Two (2) years of relevant experience in housekeeping or maintenance work;
6. Knowledge of best practices with regard to workplace safety;
7. Ability to multi-task; working alongside staff while also supervising them;
8. Ability to work amicably with a diverse population of adults;
9. Ability to problem solve, deescalate, and negotiate resolutions to conflict;
10. Positive attitude and coaching skills that foster team-building;
11. Ability to follow oral and written instructions;
12. Ability to prepare reports;
13. Ability to be relied upon to be available for work.

ENVIRONMENTAL & PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

This position requires working outdoors and indoors in all weather conditions and is subject to heavy and strenuous work and may encounter undesirable working environments. A WHA employee in this position must be able to meet all of these requirements.

Environmental Parameters:

1. Ability to work in public housing environment in all weather conditions.
2. Ability to work in an environment with conditions such as heat, humidity, sleet, snow, dust and dirt, as well as cramped quarters.
3. Ability to work in environment with conditions, which may include fumes, odors, gasses, chemicals, dust as well as noise in the range of 30 – 65 decibels.

Physical Requirements:

- 1. Constant [over 70% of the time]**
 - Repetitive arm/hand movement
 - Eyesight and hearing
 - Bending and twisting at the waist
 - Kneeling and squatting
 - Reaching above shoulder
 - Lifting and carrying 25 pounds
 - Driving/ operating equipment
 - Carrying 5 – 20 pounds
 - Pulling 5 – 20 pounds
 - Wear safety devices, breathing masks, goggles, gloves
- 2. Frequently [30 – 70 % of the time]**
 - Climbing stairs/ladders
 - Standing/walking
 - Carrying 25 - 60 pounds
 - Pushing 15 – 60 pounds
 - Pulling 15 – 60 pounds
- 3. Occasionally**
 - Sitting
 - Lifting up to 75 pounds
 - Pushing and pulling over 60 pounds
 - Crawling

Note: The requirements for these positions are indicative of the capacities needed to satisfactorily perform the duties of the positions. Reasonable accommodations, as required by the Americans with Disabilities Act, will be granted wherever possible.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. The person in this position may be required to perform any other related duties, as may be required.