

POSITION TITLE: Area Coordinator

DEPARTMENT: RCAT

STATUS: Non-Exempt

SALARY: \$80,000 - \$85,000, dependent upon experience

POSITION SUMMARY:

Regional Capital Assistance Teams (RCATs) are made up of Area Coordinators who help Local Housing Authorities (LHAs) in executing capital and maintenance plans and projects in accordance with program objectives outlined by the Massachusetts Department of Housing & Community Development (DHCD). The Area Coordinator will manage a portfolio of LHAs across Southern Worcester County to oversee schedules and budgets for capital improvement projects, as well as coordinating with designers, contractors, LHA staff, and DHCD in order to ensure quality outcomes. The Area Coordinator will also assist LHAs in securing additional leveraged funds for projects as these opportunities present themselves, and assist the RCAT Director with coordination of group training events.

ESSENTIAL FUNCTIONS:

1. Increase the technical capacity available for smaller LHAs and, as a result, maximize the utility of the MA Department of Housing & Community Development's capital programs for the preservation, modernization, and development of state-aided public housing;
2. Facilitate collaboration across LHAs in order to capture economies of scale through bulk purchasing, bulk procurements, and other innovations.
3. Serve as the primary contact between the RCAT Director and approximately 15-20 assigned LHAs, made up of a portfolio up to 2,500 units dispersed across approximately 87 developments.
4. Conduct thorough onsite facility condition assessments at all buildings and sites;
5. Identify deficiencies and define, scope, budget, cost-estimate, prioritize and schedule projects to address the deficient conditions;
6. Enter, track, and prioritize projects in five year Capital Improvement Plans using web-based software applications (15-20 plans due each year, spread across 4 quarters);
7. Draft and revise LHA maintenance plans (approximately 15-20 each year);
8. Implement and manage projects, beginning with development of the work-order/request for services, through to closeout (approximately 75 project starts per year, 30 of which will require more intense involvement).

OTHER RESPONSIBILITIES:

1. Performs similar job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS DESIRED:

1. Six (6) years of experience in construction management or capital/maintenance project oversight, preferably in the affordable/subsidized housing sector; or four (4) years of experience in this area with a bachelor's degree in a related field.
2. Knowledge and experience in building design and building construction technology, including materials, methods and techniques, preferably in the affordable/subsidized housing sector.

3. Ability to read and interpret technical architectural and engineering drawings and specifications, as well as contracts, construction trade specifications, and plans.
4. Advanced project management skills, including ability to manage multiple projects, keeping them on schedule and within budget, and to generate and modify progress schedules.
5. Ability to work independently and to prioritize workload appropriately.
6. Experience in construction contracting process, including knowledge of construction methods, local permit practices, job costing/budgeting, and advanced estimating capability in construction trades.
7. Experience with management of projects involving mechanical, electrical and plumbing systems.
8. Experience with change-order generation and management.
9. Computer savvy; knowledge and experience using Microsoft Office Suite, web-based project management and planning software applications.
10. Excellent interpersonal communication and negotiation skills.
11. *Massachusetts Certified Public Purchasing Official (MCPPO) Designation preferred.*
12. *Current Massachusetts Construction Supervisor, Architect, or Engineering License preferred.*

ENVIRONMENTAL & PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL

FUNCTIONS:

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

- **Environmental Parameters:**
While performing the duties of this classification, incumbents frequently visit work sites and construction sites and are frequently exposed to moving mechanical parts, vibration causing tools or equipment, fumes, airborne particles or toxic or caustic chemicals. Incumbents may be exposed to high or precarious places, outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate but may be noisy. When traveling, incumbents may be exposed to traffic and other roadway or travel-related hazards and may be required to work extended hours.
- **Physical Requirements:**
While performing the duties of this classification, incumbents are regularly required to stand and walk for long periods of time, bend, handle materials and tools or equipment, and reach with hands and/or arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. Incumbents must occasionally lift, carry, push, or pull up to 50 pounds with or without assistance and with or without the use of devices and/or equipment to assist in the lifting effort. Work assignments may be performed with or without reasonable accommodation to a known disability.