



Worcester Housing Authority
630A Plantation Street
Worcester, MA 01605

POSITION TITLE: Area Coordinator

DEPARTMENT: RCAT

STATUS: Exempt

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

ABOUT THE WHA:

At the Worcester Housing Authority (WHA), our mission is to enhance the Worcester community by creating and sustaining decent, safe, and affordable housing that champions stability and self-sufficiency for our residents. As the second largest housing authority in New England, widely recognized for our innovative and progressive programs, we're not just providing housing – we're building futures. We're looking for candidates who are mission-focused, goal-driven, and passionate.

The WHA is committed to developing and supporting a diverse, equitable, and inclusive community both inside and outside of the workplace. Representation is important; our clients come from all walks of life and, not unintentionally, so do our staff. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our agency stronger.

ABOUT THE POSITION:

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 Executive Office of Housing and Livable Communities (EOHLC) (formerly known as Department of Housing & Community Development (DHCD)). The Area Coordinator will manage a portfolio of LHAs across Central and Western Massachusetts to oversee schedules and budgets for capital improvement projects, as well as coordinating with designers, contractors, LHA staff, and EOHLC 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 Vice President of RCAT with coordination of group training events. Candidates for this position with EOHLC facilities experience is a plus.

This is a full-time (37.50 hours/week), fully benefitted, regional field position covering Central and Western Massachusetts. Frequent travel throughout the region is required, as well as periodic travel to WHA offices in Worcester and/or Ludlow, MA. A valid, insurable driver's license and reliable vehicle are required. Normal business hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. The WHA offers a robust wellness benefits package, including generous paid time off, opportunities for training and development, and participation in a pension program. This position may require occasional work outside of normal business hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

ESSENTIAL FUNCTIONS:

1. Increase the technical capacity available for smaller LHAs and, as a result, maximize the utility of the EOHLC's capital programs for the preservation, modernization, and development of state-aided public housing.
2. Facilitate collaboration across LHAs to capture economies of scale through bulk purchasing, bulk procurements, and other innovations.
3. Serve as the primary contact between the Vice President of RCAT 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 (approx. 75 projects/year, 30 requiring more intense involvement).
9. 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, including knowledge of construction methods, permit practices, job costing/budgeting, and advanced estimating capability in construction trades.
7. Experience with project management 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. Valid, insurable drivers' license and reliable transportation.
11. Excellent interpersonal communication and negotiation skills.
12. Massachusetts Certified Public Purchasing Official (MCPPO) Designation preferred.
13. Current Massachusetts Construction Supervisor, Architect, or Engineering License preferred.

14. EOHLC (DHCD) state facilities experience is preferred.

PHYSICAL REQUIREMENTS:

1. Ability to spend prolonged periods sitting at a desk and working on a computer.
2. Ability to spend occasional periods standing and walking, including climbing stairs, as well as balancing, stopping, kneeling, crouching, and/or crawling.
3. Ability to 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.
4. Ability to bend, handle materials and tools or equipment, and reach with hands and/or arms.
5. Work may be performed with or without reasonable accommodation to a known disability.

ENVIRONMENTAL REQUIREMENTS:

1. This position requires working outdoors and indoors in all weather conditions, is subject to heavy and strenuous work, and may encounter pests.
2. While performing the duties of this classification, employee will frequently visit work and construction sites and may be exposed to moving mechanical parts, vibration-causing tools or equipment, fumes, airborne particles or toxic or caustic chemicals, 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.