



*HUD Certified Housing Counseling Agency*

## **FACILITIES COORDINATOR**

The Ocala Housing Authority (OHA) is seeking a qualified individual to join its team as a full-time **FACILITIES COORDINATOR**. This individual will be responsible for supervising and monitoring the technical aspects of the Ocala Housing Authority single-family housing developments, public housing Capital Fund projects, building acquisitions and low-income housing tax credit projects. In addition to participating in grant writing to acquire funding for the agency, this position acts as a liaison between OHA and service contractors, trains Property Maintenance Technicians with necessary skills and serves as a backup Property Maintenance Technician when needed, along with other duties as assigned.

- Graduation from an accredited college or university with a two-year degree in Building Construction or similar field,
- Plus three years' experience in building construction and /or housing rehabilitation; OR
- An acceptable equivalent combination of education, training and experience.
- Must be motivated, organized, personable, can multitask, dependable, have the ability to establish effective working relationships with landlords, clients, other staff and the general public, and display professionalism.
- Candidate must be proficient with WORD and EXCEL and can navigate on the internet efficiently.
- Must possess high integrity, exemplary work ethics, confidentiality and good written and oral communication skills.
- **Fluent Bi-Lingual (Spanish) is a plus!**

If you meet these qualifications, please submit **cover letter, application, and three (3) verifiable work references**, to the attention of: Ms. Glenda Roberts, HR Director, Ocala Housing Authority Administrative Office, 1629 NW 4<sup>th</sup> St, Ocala, FL 34475. You may also fax or email to Ms. Glenda Roberts at 352-369-2648 or [GRoberts@OcalaHousing.org](mailto:GRoberts@OcalaHousing.org). Applications and job description are available on the OHA's website at [www.OcalaHousing.org](http://www.OcalaHousing.org). **Salary: \$40,000 - \$45,000, plus EXCELLENT BENEFITS.** Successful candidate must pass a criminal background check. **Position is open until filled.**



*Drug-Free Workplace*



***COME GROW WITH US!***



## **JOB DESCRIPTION**

### ***Facilities Coordinator***

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#### **Nature of Work**

Supervising and monitoring the technical aspects of the Ocala Housing Authority single-family housing developments, public housing Capital Fund projects, building acquisitions and low-income housing tax credit projects. In addition to participating in grant writing to acquire funding for the agency, this position serves as a backup Property Maintenance Technician when needed.

#### **Classification Standards**

Position allocated to this classification reports to a designated supervisor, Property Manager, and works under general supervision. Work in this class is distinguished from higher classes by its lack of managerial responsibility, and from lower classes by its supervisory duties and advanced technical skills.

#### **Essential Job Functions**

- Prepare scope of services for procurement
- Ability to prepare reports for internal and external use.
- Carries out pre-development activities related to Housing Program Construction activities.
- Reviews and approves closeout documents and files at the end of construction jobs; handles invoices for payments, reviews check requisitions for correctness prior to submission to the Chief Executive Officer for final disbursement to the contractor.
- Conducts inspections of existing structures to determine eligibility for rehabilitation. Conduct site inspections move in, move out and housekeeping inspections on existing rental property and Public Housing Development as needed and. inspects units during construction and restoration for code compliance. Inspects and evaluates the grounds for repairs and preparation for REAC/NSPIRE Inspections and annual inspections.
- Prepares cost estimates, work write-ups and required drawings; and manages construction of work to be performed. Ability to evaluate specifications, drawings and other required construction related paperwork.
- Advises homeowners on all phases of construction.
- Negotiates contracts between the Housing Authority and general contractors. Inspects units during construction and restoration for code compliance and specification adherence.
- Develops new construction programs under the supervision of the Chief Executive Officer and Deputy Director.
- Maintains records and reports for projects constructed.

“This opportunity is covered under Section 3 of the HUD Act of 1968”

**JOB DESCRIPTION**  
***Facilities Coordinator, Continued***

- Confers with officials of the City, County and State Government concerning questions of minimum housing codes, building permits, trades inspections or related items.
- Responsible for monitoring Wage Determination and Davis-Bacon regulations on Federal-funded construction projects.
- Assists in solving difficult and/ or unusual inspection and construction related problems encountered by maintenance staff.
- Attend outside meetings
- Assist with Preventative Maintenance Plan – development, implementation and follow through.
- Liaison between OHA and service contractors
- Train Property Maintenance Technicians with necessary skills
- Liaison between Maintenance staff and Property Manager.
- Inventory Maintenance –count levels ordering and organization
- Maintains tools and equipment log and appliance log.

**Non-Essential Job Functions**

- Works with Fleet Supervisor
- Serves as a back-up Property
- Other related duties as assigned

**Minimum Qualifications**

Graduation from high school or possession of an acceptable equivalency diploma, 2-year college degree in Building Construction or similar field of service or a community improvement estimator; a minimum of three years' experience or any equivalent combination of education, training, and experience.

**Notes**

Work may require performance of tasks outdoors under very climatic conditions.  
Work may require attendance at meetings outside of OHA's regular business hours.

**Job Requirements**

- Knowledge of Minimum Housing Code, Minimum Property Standards and trade codes as adopted from the Southern Building Codes Congress Institute.
- Knowledge of current construction methods, building materials and labor costs.
- Ability to understand and interpret residential and small commercial building construction plans and specifications.
- Ability to read blueprints
- Ability to work effectively with co-workers, Property owners, Contractors, Government Officials, and the public.
- Ability to communicate very well, both orally and in writing.
- Ability to work independently and take the initiative in the performance of duties and responsibilities.

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**JOB DESCRIPTION**  
***Facilities Coordinator, Continued***

- Working knowledge in the use of Windows applications, Microsoft Word and Excel, and the ability to navigate easily on the Internet.
- Possess Good Customer Service and Public Relations Skills

Staff is responsible for reporting any perceived and/or real conflict of interest to their immediate supervisor in writing by completing the OHA Conflict of Interest Disclosure Form. Upon completion and submittal, the immediate supervisor will then report to Executive Management Staff. The Chief Executive Officer will determine if the employee will be allowed to continue processing the client's file, or if it will be assigned to another employee.

Employee Signature: \_\_\_\_\_ / Date \_\_\_\_\_

Human Resources Department: \_\_\_\_\_ / Date \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ / Date \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Chief Executive Officer Signature / Date \_\_\_\_\_

This job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.



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