



Peoria Citizens Committee for Economic Opportunity, Inc.

Job Description

JOB TITLE: Housing Services Manager
DEPARTMENT: Weatherization
FLSA CLASS: Exempt
PAY SCALE: 107
REPORTS TO: COO

JOB PURPOSE: Directs and coordinates the activities of PCCEO relative to Weatherization, Housing Rehabilitation (HIP and SFOOR), Lead-Based Paint Mitigation Services, and other programs designed to improve the housing and environmental quality of the PCCEO community; and to promote the growth of PCCEO into other community-advantageous arenas.

EDUCATION AND WORK EXPERIENCE: AA/AS, BA/BS degree in project/construction management, civil engineering or business management or commensurate experience; training and/or licensing requirements to maintain weatherization auditor/inspector certification, lead mitigation/abatement supervisor license, lead-based paint inspector, and lead-based paint risk assessor; three to five (3-5) years supervisory experience in construction, weatherization, housing rehabilitation, and/or lead mitigation reduction services; and a minimum of five (5) years grant and/or contract management experience with an emphasis on performance measures and outcomes.

KNOWLEDGE AND SKILLS: Ability to guide, train, develop and supervise personnel through motivation and team building; demonstrated ability to work with government representatives, community leaders and other representatives to determine community needs; design and implement projects that address the needs of economically challenged individuals and families; demonstrate ability to understand and translate community needs into meaningful, fundable programs; budget preparation and maintenance experience; computer literate; strategic thinker with analytical ability; excellent oral and written communication skills.

DUTIES AND RESPONSIBILITIES: In concert with approved PCCEO Programs, policies and procedures, the Housing Services Manager is responsible for the accomplishment and fulfillment of the duties and tasks as prescribed by the COO. Such tasks and duties contain commensurate authority (from the COO) to delegate

appropriate amounts of responsibility and authority to PCCEO staff members. Where delegation occurs, the Housing Services Manager may not relinquish the overall responsibility for results, nor any portion of the accountability involved.

- Provide day-to-day management and oversight of the Weatherization contract with the Department of Commerce and Economic Opportunity.
- Ensure that a 30% energy savings is realized for each dwelling unit after the application of the energy efficiency measures;
 - Design and implement a project/construction management workflow system to ensure the timely and cost effective completion of PCCEO's contracts with the Department of Community and Economic Opportunity, the Illinois Housing Development Authority, the City of Peoria, the Peoria City County Health Department and the County of Peoria.
- Analyze and review all housing resources in the Peoria County area available for possible use by PCCEO's customers.
- Work with the COO to ensure that all properties owned or leased by PCCEO meet or exceed code and quality standards, provide ergonomically friendly work stations and are customer friendly.
- Work with contractors and other housing related entities on energy efficiency measures and rehabilitation and provides highly skilled technical and management advice to assure compliance with existing code requirements.
- Provide overall supervision and coordination of PCCEO's Weatherization, Lead-based Paint Mitigation Service(s) and Housing Rehabilitation Programs (HIP and SFOOR)
- Develops departmental plans, goals, objectives, procedures, annual budgets and/or budgets modifications for the Housing Services Department to the various funding sources.
- Prepare and submit the monthly reports for the Housing Services Department to the various funding sources and to the COO.
- Provide technical assistance to the COO on renovation of facilities utilized by Community Action programs.
- Provide technical assistance to the COO on new construction/ development projects initiated by PCCEO.
- Ensure that program recipients meet eligibility guidelines for all Weatherization, Home Rehabilitation (HIP), Single Family Owner Occupied Rehabilitation (SFOOR) and Lead Hazard Mitigation Service programs.
- Provide architectural and mechanical energy audits as necessary.
- Provide architectural and mechanical energy final inspections as necessary.
- Ensure that all fiscal and programmatic activities adhere to all funding agency guidelines.
- Approve job descriptions for all staff directly supervised and assign performance ratings to such personnel.
- Approve or make decisions on the use of leave of all staff directly reporting to the Housing Services Department.

- Prepare and sign correspondence necessary in carrying out the responsibility of the Department except correspondence specifically reserved to the COO.
- Encourage the PCCEO served community to involve themselves in environmental programs such as product recycling, waste control, weatherization, energy conservation, etc.
- Be prepared for out-of-town traveling for the purpose of training, seminars, promoting PCCEO's Housing Services Programs and other activities as may be required and/or requested by the COO.
- Perform other duties as assigned.
- Must be able to perform the essential duties of the job description.
- Must have and maintain a valid Illinois Driver's license, reliable transportation and insurance coverage as required by the State of Illinois.

Relationships

The Housing Services Manager will observe and conduct the following relationships. Portions of the conduct of such relationships may be delegated to staff members of PCCEO; however, overall responsibility for their interpretation may not be delegated.

- The Housing Services Manager reports directly to the office of the COO.
- Reporting to the Housing Services Manager are the following positions:
 - Housing Services Technician
 - Housing Services Clerk
 - Housing Services Intake/Outreach staff
 - Staff and contractors of the Weatherization, Lead Hazard Mitigation and Housing Rehabilitation programs.
- The Housing Services Manager, by virtue of the jurisdiction of the Executive Office and/or COO, is subject to all PCCEO programs, policies and procedures.
- Work within the planning and research components of PCCEO.
- From time to time, the COO may specify other relationships to be conducted by the Housing Services Manager.
- The Housing Services Manager maintains working relationships with, but not limited to, the following:
 - Local public service agencies
 - Local and State housing assistance programs
 - Neighborhood services groups
- The Housing Services Manager coordinates the activities of the Unit Managers in matters of mutual concern.

Accountability

The Housing Services Manager is accountable to the COO for the effective accomplishment of delegated responsibilities. The following criteria will serve as a baseline in determining proper exercise of delegated responsibilities:

- To ensure compliance with established Agency policy.
- To assure improvement and development of utilization of available resources. To develop and promote a unified effort on the part of the PCCEO staff.
- To provide accurate and timely recommendations to the Executive Director and/or COO.

- To respond to active requests by required due dates.
- To apply efficiency of effort through the matching of staff effectiveness.

Performance Factors

Attendance and Dependability: The Housing Services Manager can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.

Communication and Contact: The employee communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.

Relationships with Others: The employee works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the Company. The employee exhibits a professional manner in dealing with others and works, to maintain constructive working relationships.

Agency Expectation of Employee

- Adheres to Agency Policy and Procedures
- Acts as a role model within and outside the Agency
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with superiors, colleagues, and individuals inside and outside the Company.
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Consistently reports to work on time prepared to perform duties of position

Americans with Disability Specifications on Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EMPLOYEE SIGNATURE:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Signature: _____ Date: _____

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