

LANSING HOUSING COMMISSION

POSITION DESCRIPTION

POSITION TITLE:	Modernization Coordinator
SUPERSEDES:	June 1, 2015
EFFECTIVE DATE:	September 1, 2015
DIVISION(S):	All Sites
F.L.S.A.:	Exempt
GROUP:	Management

I. POSITION OVERVIEW:

Under supervision of the Executive Director, this position is responsible for planning, executing and administering the Commission's Annual Plan, Capital Fund Program and Property Modernization Program. The position oversees budgeting, administers and ensures proper use and approval to use funds received from the U.S. Department of Housing and Urban Development and other funding sources to modernize LHC properties.

II. REQUIRED EMPLOYMENT QUALIFICATIONS

Education: Possession of a Bachelor's Degree or equivalent in Building Construction, Architecture, Building Engineering or a related field.

Experience: Five or more years of experience in the building design and construction and rehabilitation field, property management or a closely related area providing the required knowledge of rental housing construction, design, redevelopment and associated issues.

Other Requirements: Possession of a valid Michigan Driver's license with the ability to be insured by the Commission's insurance carrier.

- The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: (This job requires the ability to perform the essential functions contained in this description. These include but are not limited to, the following requirements.

- Ability to access all Commission properties and rental units
- Ability to complete construction inspections in a variety of locations
- Ability to enter and retrieve information from a computer

Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

Working Conditions:

Frequently works in office conditions but is required to travel throughout the city and access crawl spaces, confined areas, climb ladders, maneuver rough terrain and inspect construction sites.

III. Essential Functions

1. Work with the Executive Director and Asset Managers to manage, plan, coordinate and monitor (oversee) the LHC Capital Fund Program (CFP) and CFP projects. Manage, and monitor LHC's Capital Needs Assessment – Annual Plan Process, 5-year Action Plan, 25-Year Plan and Energy Service Contract.
2. Work with the Executive Director to develop and implement a plan to identify resources available to reposition/redevelop all LHC properties consistent with LHC's green physical needs assessment.
3. Coordinate CFP project administration. Work with Architects to plan construction work develop bid documents, conduct pre-bid conferences, place advertisements in various media. Make sure contractors are notified about projects and ensure a fair, open competitive bid process.
4. Act as the General Contractor, prepare bid documents, and manage the bid process, without using an Architect, on some CFP projects (between 10 and 20 percent). Manage construction in progress including review and approve pay applications, Change Orders and conduct wage reviews, Monitor Davis-Bacon wage rates, monitor and compile weekly payrolls for CFP funded projects.
5. Prepare and submit all HUD required CFP/Modernization reports (including the Semi-Annual Labor Enforcement). Maintain CFP Records in a manner acceptable to the U. S. Department of Housing and Urban Development (HUD) and LHC's Finance Division. This includes maintaining records by physical and grant year and preparing draw requests.

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7. Work closely with property managers and maintenance personnel to assess the physical condition of LHC's portfolio. Identify problem areas & trends and establish CFP priorities and to maintain or improve the physical condition of the portfolio.
8. Assist staff, help find/secure replacement parts and materials for previous CFP projects and insure that CFP project warranties are honored.
9. Conduct Fall and Spring Site Walk Thru Inspections of Building Exteriors and Grounds Conditions. Assist Managers to develop annual upkeep plans.
10. File and settle Insurance Claims for vehicle accidents, property damage and stolen property. Purchase new LHC vehicles and sell old vehicles for the LHC.
11. Issue RFP's and negotiate Service Contracts for General Janitorial Services, Waste Removal (containers) Grounds Maintenance, Snow Removal and other service contracts.

Other Functions

- An employee in this position may be called upon to do any or all of the above tasks. (These examples **do not** include **all** of the tasks which the employees may be expected to perform).