Construction Coordinator I/Facilities Management Specialist - (200005W6)

Official Title: Construction Coordinator I

Functional Title: Facilities Management Specialist

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Skilled Trades

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Sep 2, 2020, 8:45:28 AM

Number of Openings: 1

Salary: $64,294.62 - $94,119.74 Yearly

Bargaining Unit: 09-MOSES - Engineers/Scientists

Confidential: No

**PLEASE NOTE: THIS IS NOT A STATE/DHCD POSITION**

THE HIRED CANDIDATE WILL BE AN EMPLOYEE OF MASSHOUSING, A QUASI-PUBLIC AGENCY, NOT A STATE EMPLOYEE. HOWEVER, THE HIRED CANDIDATE WILL WORK AT DHCD, 100 CAMBRIDGE STREET, BOSTON.

The Construction Coordinator I, (hereinafter known as the “Facilities Management Specialist (FMS)”) represents the Department of Housing and Community Development’s (DHCD’s) Bureau of Housing Management (BOHM), acting as a liaison to local housing authorities (LHAs), monitoring the physical condition of state-aided public housing units, assessing the effectiveness of maintenance programs and providing technical assistance to improve overall property conditions. The FMS will have a portfolio of approximately fifty (50) LHAs.

The incumbent conducts physical inspections of state aided public housing units, buildings, properties, as directed and as part of annual performance based monitoring physical conditions reviews. The FMS provides technical assessments of LHA maintenance systems and practices, and where necessary, provides technical assistance to improve overall property conditions. The incumbent provides clear communication, consistent follow-up, support, and guidance to LHAs within an assigned portfolio to ensure efficient and effective LHA maintenance operations. The FMS provides LHA assistance in many areas related to maintenance operations, including, but not limited to: compliance with DHCD program requirements, work order software systems, inspection practices, vacancy turnovers, repair methods, emergency preparedness and response, work order prioritization, capital items, feasibility assessments of internal force account work, review of operating budgets for maintenance expenditures, capital improvements and assessment of current and projected LHA staffing levels.

Additional duties include the preparation and timely completion of reports, follow-up of previously conducted inspections and assistance to the Facilities Management Specialist Supervisor, as directed. The FMS conducts trainings for LHA maintenance and management staff to ensure the highest possible performance. Duties also include a review of LHA Annual Plans and assistance to LHAs in utilizing the Capital Planning System (CPS) to track the conditions of state-aided public housing
units. Lastly, the FMS assists local housing authorities with the drafting of Maintenance Plans as incorporated in each LHA’s Annual Plan.

**DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):**

1. **Performance Management Reviews, Inspections, Follow-Up Inspections and Audit Inspections.**

   A. Conduct annual Performance Management Review (PMR) physical condition reviews: Inspect sample of units. Provide technical assistance to improve the effectiveness and efficiency of an LHA maintenance program, in order to improve overall property conditions. This includes a review of an LHA’s maintenance staffing levels. Maintain, review and analyze PMR physical condition data for program review, revisions, and policy implications.

   B. Conduct annual Section 8 New Construction Substantial Rehab (Sec. 8 NCSR) inspections to ensure that LHAs are in compliance with program requirements.

   C. Provide inspection services and technical assistance to an LHA with a Sec. 8 NCSR property prior to U.S. Department of Housing and Urban Development (HUD) Real Estate Assessment Center (REAC) inspections to ensure compliance with Housing Quality Standards (HQS).

   D. Conduct special scope inspections at an LHA, as directed.

   E. Conduct follow-up inspections to verify health and safety deficiencies have been corrected.

   F. Respond to constituent concerns and, if warranted, provide guidance to the LHA for correction.

2. **Reports and Summaries:**

   A. Utilizing inspection software or other tracking formats; prepare reports of all inspections and summaries for each unit, building, property, authority, or other grouping, as directed. Complete and provide to the LHA, within the same day, any health and safety deficiencies identified during any given inspection.

   B. Utilizing inspection software or other tracking formats, identify urgency of failed items and assign priorities to units, buildings, properties or other grouping as directed. Identify, track and provide to the LHA, within the same day, any health and safety deficiencies noted during site visits or other physical condition assessments.

   C. Track LHA submission deadlines to ensure compliance with DHCD program requirements. This includes but is not limited to: previously identified exigent health and safety deficiencies, as well as, data collection and analysis of all performance-based monitoring programs, (i.e., Performance Management Review (PMR) Physical Conditions criteria).

   D. Track progress of, and update DHCD health and safety tracking forms on a regular basis to ensure LHA submission deadlines are met.

   E. Recommend improvements to inspection protocols and reports.

   F. Complete other reports as directed.

3. **Work Order Review:**

   A. Work with LHAs in reviewing their work order systems and make recommendations for efficiencies in software systems, maintenance operations, and the proper documentation and labeling of work orders.
B. Ensure all required work order types are generated and meet DHCD established guidelines for timeliness and completion.

C. Ensure routine and preventive maintenance work falls within an established schedule. Ensure work orders are generated for all items within the established schedule and are labeled in compliance with the DHCD Property Maintenance Guide and all applicable DHCD program metrics.

4. Preventive Maintenance:

A. Assist LHAs with the creation and implementation of preventive maintenance plans to best maintain the housing stock and any other LHA physical assets.

B. To the extent possible during routine inspections, identify areas for improvement in maintenance quality, service and economies.

C. Report (as inspection comments) ineffective or wasteful maintenance, repair or rehabilitation practices.

D. Help on-site manager or maintenance personnel identify sources of maintenance problems and possible solutions within the scope of Facilities Management Specialist’s experience.

E. Investigate reports of problems, including the research and utilization of all pertinent codes or practices.

5. Annual Plan:

A. Assist LHAs with the preparation of their Maintenance Plan for incorporation in the LHA Annual Plan.

B. Review LHA Maintenance Plans, as submitted, as part of their Annual Plan.

6. Resource: Be a resource, or "technical representative" of the unit for owners, authorities, non-profit agencies, managers, maintenance staff and inspectors employed by others in matters of DHCD maintenance delivery systems requirements, inspections and laws, regulations and procedures.

7. Work with Facility Management Specialists and Other Staff:

A. Preparing timely reports and summaries, maintaining comprehensive files and library, and other projects as necessary.

B. Assist with special projects as directed.

C. Train LHA maintenance staff and employees on the inspection process or other training programs, as directed.

D. Provide assistance to other Facilities Management Specialists, as directed.

8. Work with the Facilities Management Specialist Supervisor and Lead FMS to conduct, create and implement training programs to increase LHA efficiency in maintenance and management operations:

A. Prepare training materials

B. Conduct training sessions

C. Provide follow-up to ensure compliance with maintenance systems and protocols.

9. Meetings: Attend and actively participate in meetings.
10. **Professional Development:** Attend and actively participate in trainings and certification programs on specific topics, as well as on the job training.

11. **Other related duties as assigned.**

**PREFERRED QUALIFICATIONS:**

1. Travel throughout the Commonwealth will be required. Employees must have a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state and applicant must have his/her own form of transportation.
2. A Massachusetts Construction Supervisor's license is preferred.
3. Proficiency using computer, software, applications and programs, including Microsoft Word, Excel, PowerPoint, Outlook, Access, Business Intelligence (BI) and other web-based programs.
5. Knowledge of building components and materials, building and site construction and maintenance practices.
6. Thorough knowledge of all phases of facilities and construction management.
7. Ability to prepare technical reports.
8. Ability to lead others and organize the efforts of others in accomplishing work objectives and performance standards.
9. Advanced or specialized knowledge of the industry, construction techniques, construction management or area of assignment.
10. Ability to solve problems and devise techniques for accomplishing work objectives where few precedents and guidelines are available.

**DHCD MISSION STATEMENT:**

Department of Housing and Community Development (DHCD) is within Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

**COMMENTS:**

*Please upload both a cover letter and resume when applying for this position.*

MassHousing is the employer. This position is functionally supervised by staff at the Department of Housing and Community Development (DHCD).

MassHousing will complete a credit and background check on the recommended candidate.

Salary placement is determined by years of experience and education directly related to the position.

**Annual Salary Range:** $64,294.62 to $94,119.74

**MASSHOUSING MISSION STATEMENT & CAREER INFORMATION**

MassHousing is an independent, quasi-public agency created in 1966 and charged with providing financing for affordable housing in Massachusetts. The Agency raises capital by selling bonds and lends the proceeds to low- and moderate-income homebuyers and homeowners, and to developers who build or preserve affordable and/or mixed-income rental housing. MassHousing does not use taxpayer dollars to sustain its operations, although it administers some publicly funded programs on behalf of the Commonwealth. Since its inception, MassHousing has provided more than $24 billion for affordable housing.
MassHousing provides a challenging, progressive and supportive environment that encourages and promotes employee development.

MassHousing offers competitive salaries; tuition assistance; comprehensive health, dental, life, and disability plans; ongoing training and career development; flexible work schedules; generous leave time; emergency back-up day care; a corporate culture of promotion from within; and an employer-matched deferred compensation plan.

**Equal Opportunity Employer M/F/V/D**
MassHousing will provide reasonable accommodations and appropriate communication auxiliary aids and services to persons with disabilities upon request.

**QUALIFICATIONS:**
First consideration will be given to those applicants that apply within the first 14 days (by 09/16/20).

Applicants must have (A) at least four (4) years of full-time or equivalent part-time experience in trades, construction, construction management, inspection and/or alteration of building construction projects; or (B) any equivalent combination of the required experience and the substitutions below.

Incumbents are required to have a current and valid Motor Vehicle Driver's License at a Class level specific to assignment.

**Substitutions:**

I. An Associate’s degree or Technical degree in a related field may be substituted for one (1) year of the required experience.

A Bachelor’s degree in a related field may be substituted for four (4) years of the required experience. Based on assignment, incumbents may be required to possess a current and valid Massachusetts Motor Vehicle Operator’s License.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjorie Lalli - 617-573-1254

**HOW TO APPLY**
Apply online at [https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=200005W6](https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=200005W6)