



COMMUNITY ACTION PARTNERSHIP
Dickinson, North Dakota

Position Description

Department: Region VIII - Client Services **Status:** Non-Exempt
Position Title: Housing Modification Specialist **Grade Level:** D
Immediate Supervisor: Executive Director

Management Approval: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

All position descriptions are subject to change as business requirements dictate.

A. GENERAL SUMMARY OF RESPONSIBILITIES:

Assists with the day-to-day operations of the area assigned within the Home Modification Program including work specifications, cost estimates and inspections. Maintain client files, reporting and scheduling projects. Carries out the program mission as well as the agency mission.

B. SPECIFIC JOB RESPONSIBILITIES:

The job responsibilities listed do not include all the specific tasks which the employee may be expected to perform.

1. Demonstrated support for the agencies mission, goals and values.
2. Participates in strategic planning of the agency and programs and direction of the programs.
3. Assists the Program Director by keeping within the fiscal constraints of the budget.
4. Identifies professional and organizational issues and trends suggesting action, facilitating change and participates in restructuring of programs and services.
5. Maintains staff, client and agency wide confidentiality at all times.
6. Serves as liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.

7. Prepares various statistical and narrative reports to meet all Agency, Government and Grant requirements.
8. Attends meetings, workshops, and training sessions as approved by the Program Director.
9. Participates on program related committees as approved by the Program Director.
10. Is required to travel by ground or air to meetings, conferences, trainings, etc.
11. Monitors the program inventory, as well as securing necessary equipment and supplies.
12. Continues professional growth through educational and training experiences in their field.
13. Maintains client files within the Home Modification program and provides information to clients about various housing programs.
14. Assists with required reports and audits.
15. Inspects residential structures to determine modifications to be completed.
16. Prepares plans and specifications for rehabilitative or remodeling work on residential structures.
17. Prepares cost estimates of rehabilitation or remodeling work required for competitive bidding.
18. Inspects construction and rehabilitation projects for compliance with workmanship standards, specifications, codes, property rehabilitation standards and contract conditions.
19. Evaluates change orders for cost.
20. Assists contractors and owners with the interpretation of specifications, standards, codes and contract conditions.
21. Prepares work change orders when any change is required in the job specification and ensures that contractors comply with the change orders.
22. Reviews plans and specifications with property owners and contractors.
23. Gives technical assistance to owners on all phases of construction.

C. SUPERVISORY RESPONSIBILITIES:

None

D. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):

Required

1. High School Diploma, GED or equivalent.
2. Course work in construction trade preferred.
3. Four years work experience in construction or housing inspection field.
4. Experience in residential construction, design, trades, building materials, building codes and manufacturer's recommendations.

5. Experience working with people from various socio-economic and educational backgrounds.
6. Must possess a valid driver's license and insurable driving record.
7. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
8. Demonstrated ability to effectively communicate both in written and oral forms.
9. Proficient with computers and software to include Windows, Internet, Microsoft Office software and other office equipment.
10. Knowledge of building materials and their limits, uses and applications.
11. Pre and Post Inspection techniques.

E. **PHYSICAL DEMANDS:**

Constantly:

Vision correctable to near 20/20.

Frequently:

Sitting, walking, stooping, crouching, kneeling, gripping, reaching horizontally and vertically, standing, bending, balancing, use of arms, legs, hands and feet and fine motor skills, color discrimination, peripheral and depth perception, talking and hearing, running, climbing stairs and ladders, crawling, twisting and turning trunk, reaching down and overhead, pushing and pulling, lifts and carries up to 50 pounds.

F. **WORK ENVIRONMENT:**

Frequently:

Works in a variety of working conditions including indoors in controlled and uncontrolled environments as well as outside in weather extremes. High stress situations.