
Milford Housing Development Corporation

Job Description – Field Coordinator

Position:	Field Coordinator
Location:	Milford, Delaware
Classification:	Full-Time, Non-Exempt
Immediate Supervisor:	Home Repair Manager

Description:

Milford Housing Development Corporation (MHDC) is a value-driven, nonprofit, affordable housing developer and program provider, offering a full-continuum of housing-related services, meeting the needs of the community for over 40 years. The agency is known for an open-minded approach, commitment to quality, and its caring passion for clients and staff alike. While this job description describes the typical duties and responsibilities of the position, there will be times when this position will be called on to do other and/or additional tasks for the organization in order to carry out MHDC's mission.

The Field Coordinator is responsible for completing on-site interviews, the collection documents and assessment of potential repair work sites, evaluation of conditions, determination of difficulty level, estimate cost/materials/labor, follow-up/inspect completed work, review contractor proposals, inspect and sign-off on completed contractor work for payment.

Duties and Responsibilities

Specific:

- Conduct site visits, take digital photos, and meet with clients to evaluate scope of work requested. Assess conditions, collect information, estimate repairs and determine project scope and suitability for contractor work.
- Assure that volunteer work groups complete appropriate paperwork (liability, hours, and other forms) in addition to maintaining a safe working environment.
- Develop scopes of work, estimate materials, labor and contractor costs for home repair projects. Develop comprehensive work orders for subcontractors and submit for approval by Home Repair Manager.
- Obtain building permits and provide simple building plans as projects dictate.
- Prepare purchase orders, review invoices, and approve invoices for payment, including subcontractor payments.

- Conduct follow up evaluation/inspection of project work and client satisfaction surveys.
 - Organize volunteer group efforts during single-day and week-long projects and evaluate their work performance.
 - Conduct oversight of contractors in the field as needed.
 - Ensure accurate input of client and job information into a database and assist in report generation for various funding sources.
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General:

- Maintain a valid driver's license and proof of automobile insurance for personal vehicle used for MHDC travel.
- Comply with MHDC's personnel policies outlined in the Personnel Manual.
- Communicate in a professional manner in all written and oral interactions.
- Accomplish established work plan and objectives.
- Prepare reports and submit to supervisor in a timely, complete, and accurate manner.
- Maintain company tools and vehicles and keep them in good working order.

Qualifications**Physical Requirements:**

- Required to lift 30-50 lbs, occasionally
- Perform overhead lifting, occasionally
- Required to climb a ladder up to 32 feet, frequently
- Required to kneel, bend, squat and crawl in confined and unclean spaces, occasionally
- Perform repetitive arm, wrist, and hand movement, occasionally
- Required to work outdoors in hot and/or cold temperatures, frequently

General Requirements:

- High School diploma or equivalent with satisfactory completion of building trade courses.
- Minimum of five (5) years of building trade knowledge.
- Ability to teach building skills to unskilled workers.
- Willingness to work irregular hours as required.
- Good mathematics, budget, and economic skills.
- Demonstrated ability in word processing, spreadsheet, and database computer skills including internet search capabilities and e-mail.
- Ability to use a digital camera to "paint a picture" that tells clients' stories.
- Ability to understand the complexities of rehabilitation jobs, develop scopes, create budgets and process appropriate paperwork.

- Ability to work with minimum supervision and supervise others.
- Empathy and understanding for low-income people and the difficulty attaining decent, affordable housing.
- Courteous and businesslike manner in dealing with public and co-workers.

Note: Direct deposit of pay is a condition of employment. Failure to agree to participate in direct deposit will result in the withdrawal of offer of Employment.

I have read and understand the responsibilities detailed above and I also understand that my duties are not limited to the above but include any other tasks required or assigned.

Name (Printed)

Signature

Date