

OPEN RECRUITMENT

Job Announcement



Position Title: Facilities Coordinator
Department: Development & Asset Management

EXPLANATION OF HIRING PROCESS

Thank you for your interest in job opportunities with the Fort Worth Housing Solutions. All [applications](#) for open posted positions must be submitted via email to asmith@fwhs.org. We encourage you to visit our website often to view and apply for vacant positions with the agency

SUMMARY:

Under direct supervision of the VP of Development, this position is responsible for ensuring the overall physical condition of properties owned or affiliated with FWHS in partnership with third party property managers, and maintaining the physical condition of FWHS owned public housing properties. Including all components of construction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below, illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or logical assignment in association with this position. Other duties may be assigned as business need requires.

Inspections and Coordination with Property Managers:

- Perform periodic inspections of exteriors, common areas, and individual units in accordance with FWHS standards, local code, HQS standards, and state or federal housing program standards (ex: REAC) to assess overall curb appeal, health and safety risks, repairs, and maintenance condition, as well as wasteful or ineffective maintenance or repair practices.
- Communicate comprehensive findings and property condition assessments to FWHS asset manager's property managers and third party managers for execution of repairs as needed.
- Coordinate with property managers to ensure necessary repairs and maintenance are contracted, budgeted and completed in a timely manner.
- Inspect completed vendor work to ensure completion and workmanship is acceptable, and to confirm release of payments to vendors.
- Partner with property managers to ensure each property has a preventative and routine maintenance plan, and such plan is being followed by site-based maintenance staff or vendors.
- Attend third party inspections to answer questions about property maintenance plans, history of property repairs, etc. and to address inspection findings with Asset Manager.

Public Housing and Administration Building Maintenance:

- Perform periodic inspections of public housing unit exteriors, common areas, and units in accordance with FWHS standards, local code, and federal housing program standards (ex: REAC) to assess overall curb appeal, health and safety risks, immediate and long-term repairs, and overall maintenance condition, as well as wasteful or ineffective maintenance or repair practices.
- Perform periodic inspections of administration buildings owned by FWHS to assess overall curb appeal, health and safety risks, immediate and long-term repairs, and overall maintenance condition.
- Perform repairs and maintenance related to carpentry, plumbing, painting, electrical, HVAC, masonry, drywall, fencing, concrete, and appliances, as typical for property maintenance.
- Communicate with tenants, asset manager, and program coordinator verbally and in writing to ensure information and status of repair and maintenance issues and resolutions is transmitted to all applicable parties.
- Attend third party inspections to answer questions about property maintenance plans, history of property repairs, etc. and to address inspection findings with Asset Manager.
- Operate a variety of construction and maintenance tools, equipment, and machinery, observing safety standards and applicable usage guidance to facilitate maintenance and repair work.
- For complex or larger repairs and maintenance, create scopes of work, create budget and obtain approval of funding sources, coordinate procurement of vendors, and inspect completed work to ensure repair and maintenance work is contracted, budgeted, and completed in a timely manner.
- Ensure each property has a preventative and routine maintenance plan, and facilitate such plan by performing necessary work or utilizing service vendors.
- Share on-call responsibilities for maintenance and repair service calls to public housing units and administration buildings, including occasional after hours calls.

Reporting and Processes:

- Prepare property inspection and protocol reports for all FWHS owned or affiliated properties using the appropriate review standards for the applicable property programs.
- Identify priorities of maintenance and repair items at each property, including routine maintenance, health and safety risks, and inspection finding risks.
- Update centralized property databases with reports and findings, and coordinate with Asset Managers and Director of Asset Management to develop a plan to respond accordingly.

General Duties:

- Maintain information and data library of compliance standards for state and federal housing programs, local codes, and other applicable ordinances and statutes to ensure current standards are being reviewed and enforced.
- Ensure information is effectively communicated verbally and in writing between tenants, property management staff (on-site and corporate), asset managers, director of asset management and applicable internal business partners.
- Maintain all required certifications and licenses; obtain periodic training to ensure applicable skills and knowledge are current and refreshed.
- Coordinate budget approval and procurement compliance with Asset Manager and business partners in the Procurement Department to ensure appropriate process is followed and expenses are tracked and approved.
- Inventory and maintain an adequate supply of materials, tools, and equipment for preventative maintenance and repairs of public housing properties and other duties.

ESSENTIAL SKILLS AND EXPERIENCE

- Knowledge and experience of property condition standards for housing programs such as REAC, HQS, as well all components of construction.
- Knowledge and experience creating, performing, and maintaining a building and grounds maintenance and repair program, preferably for multifamily housing.
- Knowledge of construction project management.
- Knowledge of general construction best practices and standards.
- Knowledge of pertinent federal, state, and local laws, building codes, and regulations related to construction and trades.
- Experience performing construction or repair work in multiple trade areas, such as carpentry, plumbing, electrical, painting, HVAC, masonry, drywall, fencing, concrete, and appliances.
- Experience using a variety of tools, power tools, and equipment related to the above trades.
- Ability to record clear notes of inspection observations, utilize a camera or phone to record photos and videos, draft summaries of observations in report format.
- Ability to communicate in a professional manner, both verbally and in writing, with tenants, business partners, and vendors.
- Ability to use computers, the internet, and software programs, including but not limited to Word and Excel, to create written communications and reports and spreadsheets of information. Ability to learn additional software systems as required.

EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS

- Five (5) years of experience with increasing responsibility in property maintenance, facilities management, journey-level construction, or property inspection.
- High School Diploma or GED supplemented by some technical or college level course work in business, construction management or a related field or five (5) years' combination of education, training and experience.
- Prior experience in project management and construction budgeting and estimating is preferred.
- Must possess the following: HVAC certification, EPA certification, plumbing as a journeyman, and EIC or MEIWCs electrical.
- Uniform Inspection and Physical Condition Standard from a HUD approved certification agency is preferred, but must be earned within one (1) year of employment.
- Candidate must possess a valid Texas Driver's License and have a clean driving record (fewer than 3 moving violations in the last 3-year period), and must maintain licensure and clean driving record for the duration of employment.

PHYSICAL DEMANDS:

Moving around buildings at property sites; climbing stairs and ladders; balancing on ladders and roofs; bending and kneeling; crawling and crouching; reaching; lifting and carrying tools and materials up to 50 pounds, twisting; use of fine and gross motor skills to operate tools and equipment; use of vision and hearing to perform inspections and operate tools and equipment; sitting, operating, and traveling in and out of a vehicle.