

# York County Community Action Corp.

## Home Repair Specialist

### Job Description

**REPORTS TO:** Assistant Director of Energy Services

**STATUS:** Non-exempt, Full-Time

**PAY GRADE:** 5

**PURPOSE:** Performs home repair assessments and satisfies Home Repair Program requirements.

#### **RESPONSIBILITIES:**

- Plans, implements, and monitors any/all home repair grants.
- Performs initial home repair assessments, work order write-ups, documents progress, and final inspections as required for Housing programs.
- Interacts with homeowners and contractors regarding energy efficiency and prepares detailed and accurate work orders for each job scope.
- Participates and coordinates with YCCAC's Energy Services programs as directed.
- Contributes to quality assurance by maintaining work flows for individual projects; adheres to established program regulations, policies and guidelines and ensures all projects are completed in a timely manner.
- Attends regularly scheduled department meetings to clarify and communicate with program staff current project management and production toward work plan goals.
- Gathers, responds, and processes internal and external requests for information.
- Produces correspondence, documents and maintains records, spreadsheets and databases.
- Works with department staff and external parties to organize the various components needed to initiate projects.
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control and budgetary reporting.
- Supports the mission of the organization in supporting both the coordination and integration of services and programs.
- Attends training as required.
- Performs other duties as assigned or as necessary to fulfill the position's duties.

#### **Qualifications:**

- High school diploma required; bachelor's degree preferred.
- Must have background in residential construction.
- Ability to comprehend and interpret a variety of reference books and manuals including building codes, computer handbooks, topographical maps, building manuals, architectural drawings, etc.
- Ability to maintain the integrity of confidential employment, client and business information.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidential information.

- Able to communicate effectively and exercise good judgement.
- Strong oral, written, and organizational skills
- Ability to deal with confidential matters and maintain confidential files, to interact appropriately and with discretion.
- Ability to organize, plan, and schedule work load, demonstrating accuracy and thoroughness.
- Work is carried out with a high degree of independence and discretion.
- Proficient in Microsoft Office, Outlook, Word, and Excel. Ability to operate photocopier, scanner, and facsimile.
- A good and valid driver's license is required. The position requires operation of a motor vehicle to conduct agency business on a frequent basis within York County.
- Ability to work independently and as part of a team a must.
- Must pass a background check and physical.
- Must not have an active record on the System for Award Management (SAM) website.

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

**Responsibility for Safety and Health:**

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Operations/Special Initiatives Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

**Physical Requirement:**

Physical Essential Functions of the position

Bending	O	Sitting	F	N (Not applicable)
Carrying	O	Standing	O	O (Occasionally)on/off up to 3 hrs. per
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per
Handling	O	Walking	O	C (Constantly) all the time, over 6 hrs.
Hearing	F	<u>Lift/Carry</u>	35 lbs or less	O
Keyboarding	O	<u>Push/Pull</u>	12 lbs or less	O
Kneeling	O			
Reaching	O			

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Home Repair Specialist** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_