



6ac Courte Oreilles Housing Authority
13416 W Trepania Road
Hayward, WI 54843
Phone (715) 634-2147
Fax (715) 634-5692

JOB ANNOUNCEMENT

LOCATION: Lac Courte Oreilles Housing Authority
JOB TITLE: Project Manager-Inspector/Housing Services Assistant
SALARY: \$16.00/hr
POSTING DATE: May 16, 2024
CLOSING DATE: **Open until filled**

DEPARTMENT: Maintenance/Housing Services
REPORTS TO: Project Manager/Inspector

JOB SUMMARY:

This position works alongside the Project Manager-Inspector/Housing Services in the planning and execution of construction and related projects. Will provide general administrative assistance in the day-to-day activities of the department.

DUTIES AND RESPONSIBILITIES:

1. Provide positive professional and courteous interaction with associates, contractors, and vendors.
2. Take records of project meetings and update project tasks and outcomes.
3. Create and maintain accurate, organized, and complete project files to include all documents required for compliance.
4. Filing includes all project related materials, reports, documents, blueprints, maps, etc.
5. Check contractor/vendors for license compliance and state and federal debarment actions.
6. Aid in the development and disbursement of construction bid packages.
7. Coordinate bid openings.
8. Coordinate preconstruction meetings.
9. Contact contractors/vendors to request and coordinate services as directed.
10. Coordinate Tenant Annual Inspections on a yearly basis. Notify tenants and ensure that appointments for all tenant inspections are scheduled in a timely manner.
11. Coordinate the Relocation Process for tenants.
12. Assist Housing Services staff with the Homebuyer Education program.
13. Maintain tenant files and records; prepare correspondence, computerize records and maintain strict confidentiality with regards to tenant files and information.
14. Other duties may be assigned by the Supervisor, Executive Director or Designee.

KNOWLEDGE, SKILLS, ABILITIES:

1. Ability to follow instructions and work efficiently with minimal supervision in performing assigned tasks.
2. Ability to communicate effectively both orally and in writing.
3. Ability to speak before groups in a public forum, including the coordination of presentations to small groups.
4. Willingness to travel to participate in employment-related training as determined by the Executive Director.
5. Ability to establish and maintain harmonious relationships with tenants, staff and other agencies.
6. Ability to understand the importance of adhering to Housing Authority Policies and Procedures.

QUALIFICATIONS:

1. Associate degree (A. A.) or equivalent from two-year College or technical school; or four years related experience and/or training in Construction Management, Business Administration, or related field; or equivalent combination of education and experience.
2. Excellent computer skills in Microsoft Office Suite with the ability to learn other programs.
3. Must possess a valid Wisconsin driver's license and be insurable through the Housing Authority's insurance carrier.

(May 2024)