



## **HOUSING PROJECT COORDINATOR**

**324**

Jamestown  
1607

**DEPARTMENT:** Community Services/Office of Housing and Community Development

### **NATURE OF WORK:**

Performs advanced technical work.

Work includes performing specialized and technical work in the preparation of cost estimates and material specifications for remodeling work on residential structures. The work is performed under the general supervision of the Housing and Community Development Administrator.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Performs advanced technical work.

Work includes performing specialized and technical work in the preparation of cost estimates and material specifications for remodeling work on residential structures. The work is performed under the general supervision of the Housing and Community Development Administrator.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Performs cost estimates on rehabilitation of residential and nonresidential structures.

Prepares plans and specifications for remodeling work on residential dwellings.

Assists the director in assuring contract compliance on all programs administered through this office.

Coordinates with building inspectors.

Confers with architects, contractors, and builders on construction methods and materials.

Provides technical assistance to homeowners in all phases of construction.

Compiles data, prepares oral, and written reports.

Performs inspection of dwelling units as requested.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed at various locations throughout the County. Requires extensive movement about construction sites. Drives County vehicle to work locations.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the principles of rehabilitation construction and estimation.

Considerable knowledge of building codes and housing quality standards.

Ability to coordinate all rehabilitation construction work.

Ability to communicate clearly.

Ability to write in a clear and concise manner.

Ability to deal with the public.

Ability to make careful cost estimates for remodeling of houses.

**MINIMUM QUALIFICATIONS:**

High School diploma or equivalent, and extensive experience in a construction trades, or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid Virginia driver's license.

Date: August 2002

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Housing Project Coordinator Position Number: 324  
Department: Community Services Division: Housing and Community Development

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to reason and make judgments
- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other \_\_\_\_\_
- Not essential to job functions

## 2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

## 3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input checked="" type="checkbox"/> Use radio/console  | <input checked="" type="checkbox"/> Use hand tools                         |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>	✓						✓		
<b>Push/Pull</b>	✓						✓		
<b>Hold/Carry</b>	✓						✓		

Manipulation done from:  ground to waist  waist level  waist to shoulder  above shoulder  
(Check all that apply)

Not essential to job function:  Lift  Push/Pull  Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

- |   |  |  |
|---|--|--|
| <b><u>Ladders</u></b>                                     | <b><u>Stairways</u></b>                                | <b><u>Steps</u></b>                                    |
| <input checked="" type="checkbox"/> Step stool            | <input type="checkbox"/> 1 flight                      | <input checked="" type="checkbox"/> 1-2                |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights                     | <input checked="" type="checkbox"/> 2-3                |
| <input checked="" type="checkbox"/> Extension ladder      | <input checked="" type="checkbox"/> 3 or more flights  | <input checked="" type="checkbox"/> 3-4                |
| <input type="checkbox"/> Other _____                      | <input type="checkbox"/> Other _____                   | <input type="checkbox"/> Other _____                   |
| <input type="checkbox"/> Not essential to job function    | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>			✓					✓	
<b>Sit</b>	✓							✓	
<b>Walk</b>			✓					✓	
<b>Run</b>									

If walking or running, over what type of terrain?  flat  rough  both

Not essential to job function:  Stand  Sit  Walk  Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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