

ECONOMIC SECURITY CORPORATION
Job Description

Job Title: Home Repair Director
Department: Home Repair
Reports To: Chief Executive Officer
FLSA Status: Exempt
Prepared Date: July 22, 2015
Job Classification: Grade 10

SUMMARY

The Home Repair Director coordinates home repair and housing rehabilitation projects. This position ensures project funding by writing grants, and overseeing the project budgets. This individual works with the construction community, sub-contractors, other non-profits and bidders.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Directs the affairs of the division.
2. Prepares the division budget with assistance from the Fiscal Director.
3. Coordinates the home repair programs.
4. Oversees the rehabilitation work awarded the agency by various funding sources.
5. Oversees the selection of subcontractors and inspects their work to ensure that the work and products/supplies conform to minimum bid/grant requirements.
6. Completes all reports as required by contractors and/or funding sources.
7. Assures contract outcomes are met.
8. Recruits low to moderate income clients for projects through in-agency referrals, walk-ins, word of mouth, public forums and other viable methods.
9. Assists in the development of multi-media materials that will be used to project home repair and rehabilitation programs.
10. Assess eligibility and the needs of project participants.
11. Follow up on customer referrals to assure services have been met.
12. Works with any community partners.
13. Prepares grant applications to provide necessary funding for home repair and rehabilitation projects.
14. Plans and prepares annual budgets for the projects and provides on-going monitoring to ensure projects are within budget.
15. Serves as a member of the management team.

SUPERVISORY RESPONSIBILITIES

Directly supervises two employees in the Home Repair Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in business administration and two year's management experience; or six years of construction experience; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and ratio analysis, and fundamentals of plain and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS

Intermediate personal computer skills, including electronic mail, word processing, spreadsheet, activity, word processing, graphics, etc.

PLANNING/ORGANIZATON

Ability to prioritize, organize, and delegate assignments.

CERTIFICATES, LICENSE AND REGISTRATIONS

Must have valid driver's license, reliable transportation, and meet Missouri automobile liability minimum requirements.

OTHER SKILLS AND ABILITIES

Proven knowledge of residential, commercial, and institutional construction and energy conservation techniques. Proven knowledge of finance, accounting, budgeting, and cost control principles.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; climb ladders to 40 feet or balance; stoop, kneel, crouch, or crawl in confined areas; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name