

## HOUSING SUPERVISOR – GRANT-FUNDED

### JOB DESCRIPTION

**Classification Responsibilities:** A Housing Supervisor – Grant-Funded is responsible for supervising, coordinating, and overseeing the implementation and operation of the City's housing assistance programs and rehabilitation program, and selects, trains, supervises, and evaluates paraprofessional and skilled personnel. Programs and duties include: **Housing Choice Voucher and Support Housing Programs:** coordinating and supervising the staff of caseworkers, inspectors, and clerical support involved in implementing various HUD Voucher Programs for low income housing assistance (examples: Housing Choice Voucher Program, Veterans Affairs Supportive Housing (VASH), Family Unification Program (FUP), Family Self-Sufficiency Program, Shelter Plus Care Program, and Home Investment Partnership tenant based rental assistance programs) working with participating landlords to ensure their rental property complies with established HUD housing standards and contract provisions, and state laws; working to resolve problems between the landlords and Housing Voucher participants; and establishing, maintaining, and prioritizing waiting lists of potential Housing Choice Voucher Program participants. **Housing Rehabilitation Programs:** administering, coordinating, and implementing housing rehabilitation programs (examples: single family, multi-family, and new construction) involving the preparation of contracts and coordination of construction activities to rehabilitate owner-occupied houses and rental units within the provisions of the Community Development Block Grant (CDBG) regulations and/or Home Investment Partnership Program regulations. This class performs related duties as required.

**Distinguishing Features:** Supervision is received from the Housing and Community Development Director for the Housing Rehabilitation Program, and the Community Services Deputy Director for Housing Choice Voucher Program who reviews work through meetings, conferences, and reports regarding quality, quantity, and timeliness of service delivery, problems encountered, and overall results achieved. This class is FLSA exempt-administrative. This classification has been designated as a non-classified, non-merit system, at will, grant-funded position.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required:** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration or a related field. Extensive (5+ years) experience with a Housing Choice Voucher assistance program or closely related low-income housing assistance program or experience as a contractor, building inspector, or similar experience that includes preparation of plans, specifications, and cost estimates. Good (1 - 3 years) supervisory or lead experience involving quality control review, building construction, rehabilitation, or inspection.

**Special Requirements:** Must possess a valid Class D Arizona Driver's License by hire or promotion date.

**Substance Abuse Testing:** None.

**Preferred/Desirable Qualifications:** Certification as a Housing Choice Voucher Manager is highly desirable. Supplementary coursework in case management, social work, business or public administration, or a closely related area is desirable.

**ESSENTIAL FUNCTIONS** (*Common to all Programs*)

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities, which may be found in positions of this classification.

**Communication:** Communicates with the general public, other City departments, participants, landlords, and other Housing agencies to provide housing assistance to low-income families. Communicates with property owners, tenants, and contractors in order to rehabilitate and construct residential and multiple housing units. Interacts with participants and potential participants to explain the purpose, provisions, rights, and responsibilities of HUD housing assistance programs, and resolve problems. Interacts with participating rental property owners to explain the rights and responsibilities of program participation, ensure compliance with lease, contract, and program provisions, resolve problems, and establish and maintain effective working relationships. Communicates factual information clearly and concisely, both orally and in writing. Communicates with contractors and homeowners, and obtains cooperation and involvement of other City departments.

**Manual/Physical:** Prepares periodic reports on program activity and related matters as required. Reviews the work of subordinates to ensure compliance with HUD Housing Programs regulations and City policies and procedures. Monitors the behavior of subordinates to ensure compliance with division work standards. Produces written documents such as contracts, recertifications, verification documents, correspondence, and change orders to change, support, or terminate contracts. Monitors contracts, leases, and verifications to determine compliance with prescribed HUD Housing Programs rules and regulations and state laws.

**Mental:** Plans, organizes, and directs the activities of the Housing Rehabilitation and Housing Voucher Support Programs. Supervises and evaluates the work of subordinate personnel. Plans, coordinates, and reviews case load activities of subordinate staff.

***Housing Choice Voucher and Support Housing Programs:***

**Manual/Physical:** Operates a variety of standard office equipment such as personal computers (PCs) to establish, maintain, and update tenant files, tenant lists, and other information related to Housing and Support Programs activities. Enters data or information into a PC in order to provide housing assistance information for payments to landlord.

**Mental:** Prepares and implements administrative plans. Trains subordinate staff in new and revised procedures, rules, and regulations. Prepares and monitors budget proposals and status for HUD Housing Voucher Support Program and Housing Rehab program area. Determines tenant eligibility and need priority for housing assistance program participation. Reviews case files to verify accuracy and completeness of file contents, determine timeliness, efficiency, and effectiveness of service delivery, and monitor the general activity level of the subordinate staff.

***Housing Rehabilitation Program:***

**Manual/Physical:** Conducts home visits and household inspections for recertifications, case file reviews, and quality control reviews. Reviews staff's work to ensure conformance to standards by conducting field inspections of construction projects, checking for compliance to building codes, adherence to scope of work, and quality within industry standards. Inspects and monitors the construction work and behavior of contractors (general and subcontractors) hired by the City to construct and rehabilitate building structures to determine compliance with prescribed Occupational Safety and Health Administration (OSHA) and building code standards. s. Maintains records and inspection reports on work-in-progress and completed projects. Compares industry standards and manufacturer's specifications to determine compliance with prescribed operating and safety standards for electrical, structural, gas-powered equipment, and verify installation per code and manufacturer recommendations. Distinguishes colors in order to conduct electrical inspections at building structures for code compliance and manufacturer's specifications. Detects natural gas leaks or other hazardous materials while conducting inspections of buildings to determine safety of environment for property owners. Detects backup warning devices when working around moving construction equipment. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to conduct inspections of property, etc. Uses common hand tools such as hammer, screwdriver, pliers, and amp meter to access and inspect electrical, mechanical, and plumbing equipment for code compliance and installation. Prepares and/or updates charts, schedules, maps, monthly reports, plot plans, and building drawings to track status of projects, money spent, and balance of funds remaining to facilitate construction. Moves objects such as ladders in order to access roof and attic areas for inspections. Works in a variety of weather conditions while inspecting building structures. Works in small, cramped areas in order to inspect equipment and structures (examples: electrical, plumbing, mechanical, etc.). Works at elevated levels greater than 10 feet in order to inspect for code compliance, listing qualifications, and installation compliance. Measures distances to determine property setbacks, product and equipment dimensions, building size, room size, electrical and gas clearances, egress, and other code life safety calculations. Measures distances using calibrated instruments to locate property pins to monuments. Meets scheduling and attendance requirements.

**Mental:** Reviews and executes contracts between the Housing Division and participating rental property owners to ensure the rights and responsibilities of program participation are understood, and ensure contracts comply with HUD regulations and guidelines. Inspects housing units to investigate tenant and landlord disagreements, and reviews the work of subordinate staff. Learns job related material regarding new federal programs, forms, rules, and regulations. Analyzes data and information from Lease Up Reports, damage claims, and invoices in order to make recommendations to management regarding lease up, billings, waiting lists, and quality control inspections. Prioritizes and assigns work such as inspection write-ups and field progress inspections to personnel and prioritizes own work. Resolves procedural, operational, and other work-related problems relating to housing rehabilitation program activities. Coordinates housing rehabilitation work activities with other City departments, contractors, owners, landlords, tenants, and other agencies. Develops policy recommendations on rehabilitation and construction-related issues, including how to achieve the speedy and effective use of federal funds. Conducts research and analyzes product reports and standards in order to make recommendations to management regarding acceptance for use in City funded projects. Comprehends and makes inferences from manufacturer specifications and reports in order to determine proper installation of material and equipment. Interprets blueprints, plot plans, and subdivision plats in order to

construct and rehabilitate building structures. Estimates labor or material costs from blueprints or work plans to establish construction cost and methods. Learns job-related material through on-the-job training and in a classroom setting regarding code changes, and new building materials, products, and techniques.

## **Knowledge and Ability**

### ***Housing Choice Voucher and Support Housing Programs:***

Knowledge of:

The HUD regulations, guidelines, and procedures regarding the Housing Choice Voucher Program, Portable Housing Choice Voucher Program, Family Self-Sufficiency Program, and the Homeownership Program and other rental assistance programs;  
the Arizona Landlord-Tenant Act and applicable state laws;  
community resources and referrals;  
general casework management principles and practices as they apply to housing assistance programs;  
the socioeconomic problems and needs of low-income families and individuals, including the elderly and disabled;  
HUD regulations and guidelines related to Housing Choice Voucher, Family Self-Sufficiency Programs, and Homeownership Programs; and  
the principles and practices of employee supervision and training.

Ability to utilize a PC to establish and maintain applicant waiting lists and Housing Assistance Payments Registers.

### ***Housing Rehabilitation Program:***

Knowledge of:

CDBG and home regulations governing owner-occupied, and rental property rehabilitation programs;  
HUD recordkeeping and reporting requirements regarding housing rehabilitation projects, including owner-occupied and rental rehabilitation programs;  
the International Building Code (IBC) which covers the fire, life, and structural safety aspects of all building and structures;  
the IBC standards which contain national test materials and special design standards referenced in the IBC;  
the IBC which provides the requirements for the installation and maintenance of heating, ventilating, cooling, and refrigeration systems in buildings and other structures;  
the Uniform Plumbing Code which applies to the installation and maintenance of plumbing systems and materials and provides requirements and standards for the protection of public health, safety, and welfare;  
the National Electrical Code which covers the installation and maintenance of electrical systems, equipment, and materials within or on buildings or other structures;  
basic construction contract laws such as liens, lien releases, and warranty laws;  
generally accepted procedures for contract administration, including cost estimation, specification

preparation, and bid letting;  
the City's financial procedures; and  
the principles and practices of employee supervision and training.

Ability to recruit contractors and verify eligibility to participate in the rehabilitation program.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of this job change.

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 55-200

PAY GRADE: 53

IND-9410

SWORN-No