

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Home Repair Manager	<u>CLASS NUMBER:</u> 40003	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Office on Aging	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N15	<u>POSITION CONTROL #:</u> 110028
<u>POSITION LOCATION:</u> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director, CFO (110101)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Office Manager 2 (110002) Home Repair Inspector (110030, 110031, 110032)		

CLASSIFICATION PURPOSE:

The primary purpose of the Home Repair Manager is to plan, coordinate, administer, manage, and budget the assigned Home Repair Department for the agency. The Home Repair Manager provides direct supervision to assigned staff for this operational area.

JOB DUTIES:

Maintain relationships with external individuals/organizations for the purpose of advocacy, information sharing, networking, negotiating cooperative projects, utilizing available resources, and maintaining a clear understanding of the requirements of the job. Plan and coordinate collaborative projects, events, and meetings with other programs. Respond to client related electronic mail and telephone calls. Contact and communicate with senior customers for program process, progress reports, job completion, follow-up visits, reports, questions, and information on other community resources. Provide information and referral service for public and professionals. Conduct on-site inspection of home for assessment of repair needs, home modification needs, moving service, and major environmental cleaning. Provide technical expertise to other programs and contractors about home repair/home modification issues. Advocate senior housing needs in interactions with public and professionals. Interact and communicate with contractors. Monitor and update contractor compliance and contractor records. Assign and schedule major environmental cleaning contractors and moving contractors.

Oversee the procurement process for all vendor contracts based on needs assessments, competitive procurement, contract program monitoring and compliance, on-going training and communication with various community providers and vendors. Establish and monitor contract data tracking system and funding analysis. Perform analysis of contractor and vendor performance and expenditure forecasting for contracts managed by the department.

Research and plan for internal operations and budgeting. Maintain internal relationships to communicate program and agency intent, program reports, referrals, and job progress. Plan and coordinate assigned program. Write performance evaluations for assigned staff. Review and approve timesheets. Provide information and referral assistance. Receive referrals and make qualifying decisions. Receive urgent need repair requests and decide appropriate response. Approve and authorize contractor payment prior to submitting to fiscal. Research, plan, and perform material, labor costs, and time needed estimates regarding repairs and modifications. Generate weekly, monthly, quarterly, and yearly program reports. Plan, compose, and maintain program policies, procedures, and customer program eligibility guidelines. Confer with others to establish budget needs and monitors. Establish and update online database. Receive, review, and approve invoices for proper pricing.

Mediate and resolve complaints and concerns from senior customers and contractors. Identify and prevent potential conflict. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; supervision; public relations; agency policy and procedures; government structure and process; interviewing. Skill in word processing; equipment operation. Ability to deal with problems involving several variables in familiar context; apply principles to solve practical, everyday problems; deal with some abstract but mostly concrete variables; calculate fractions, decimals and percentages; copy records precisely without error; complete routine forms; maintain accurate records; interview job applicants effectively; prepare meaningful, concise and accurate reports; develop complex reports and positions paper; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in social work or related field with three (3) years of home inspection, social work, or related experience.

Additional Requirements

Must maintain a valid Ohio driver's license.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, and to recommend and approve the transfer, promotion, or salary increase of other employees.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date