

# Northern Ponca Housing Authority

Providing Homes, Creating Communities, Changing Lives



Position Title:	Maintenance Contracts Specialist
Department:	Maintenance
Reports To:	Maintenance Project Coordinator
Classification:	Full-time
Status:	Non-exempt
Salary Range:	\$10.00 - \$15.00 hourly; starting salary dependent on experience and funding
Location:	Norfolk, NE
Hours of Work:	Monday through Friday, 8:00am-4:30pm, variations in days and time as needed
Approval Date:	6/13/2020

## Job Function:

The Maintenance Contracts Specialist provides administrative and clerical support to the Maintenance Project Coordinator and departmental staff. This position requires the ability to work directly with contractors through the bid process and Davis Bacon activities. The Maintenance Contracts Specialist must be customer service oriented, using good judgement, diplomacy and tact and can plan and organize clerical workload within acceptable timeframes.

## Essential Responsibilities and Duties:

1. Responsible for coordinating ICDBG and IHBG rehabilitation and modernization activities with vendors, contractors, force account staff, and tenants. These tasks include:
  - a. Creates requests for proposals (RFP's) and soliciting ads for the NPHA bid process.
  - b. Assists Maintenance Project Coordinator in reviewing bid proposals and selection of contractors.
  - c. Facilitates the contract development process with vendors and contractors, ensuring that all required terms, scopes, and other required information is inclusive and agreed upon.
  - d. Schedules work orders and inspections of all ICDBG and IHBG tasks with both the contractors, vendors, and tenants.
  - e. Ensures all contractor and vendor paper work is complete, including purchase order requests, work orders, W-9 forms, insurance, and ensures that the invoices have not already been paid.
  - f. Meets with contractors to ensure they are following the Davis Bacon standards on all project activities.
2. Responsible for the initial work order request process, which includes:
  - a. Accepts new work order requests from tenants for maintenance and enters work orders into the HDS system.
  - b. Liaises with Maintenance Project Coordinator to prioritize work order requests, schedule Maintenance Technicians, and coordinate and confirm work order appointments.
  - c. Ensures that Maintenance annual inspection, move-in, and move-out paperwork is completed and accurate before distribution to other departments.
  - d. File completed work orders into the correct tenant/housing files by work order number.
3. Responsible for facilitating the insurance claim process for Amerind claims of NPHA properties, which includes any contractor bid requests, scheduling inspections, addressing claim settlement paperwork, and coordinating any additional claim activities requested by AMERIND.
4. Coordinates the NPHA Home Ownership Home Improvement Assistance (HOHIA) program following the guidelines set forth in the HOHIA policy.
5. Checks to see that all the paper work is complete and that copies go to the bookkeeper to pay.
6. Ensures that the calendar board is updated with schedules to track techs and vendors.
7. Audits contractor files for NPHA annual audit.
8. Assists in creating departmental standard operating procedures (SOP's).
9. Provides information for monthly BOC reports.
10. Performs other duties as assigned.

1501 W. Michigan Ave, Norfolk, NE 68701

P: 402-379-8224, F: 402-379-8557

[www.poncahousing.org](http://www.poncahousing.org), [admin@poncahousing.org](mailto:admin@poncahousing.org)

# Northern Ponca Housing Authority

Providing Homes, Creating Communities, Changing Lives



## Relationship and Authority

No supervisory responsibilities.

## Requirements and Qualifications:

1. High school diploma or its equivalent.
2. 2-5 years of experience in clerical environment, including MS Office products, databases and other proprietary software.
3. Previous experience in property maintenance, remodeling, construction, or related field.
4. Experience with the use of office equipment, organizational, and filing systems.

## Desirable Qualifications:

1. Associates Degree

## Physical Requirements/Working Conditions:

1. Professional office environment with low to moderate noise level.
2. Although the work is primarily sedentary, there may be a considerable amount of bending, lifting, and carrying.
3. Travel may be required.

## NPHA Requirements:

1. Ability to follow policies and procedures, such as personnel, safety, housing, maintenance, etc.
2. Ability to establish and maintain effective relationships with NPHA staff, contractors, tenants, and tribal members.
3. Ability to understand and relate to Native American traditions, customs, and socioeconomic conditions.
4. Works as a team to develop a "best practice" approach in housing functions.
5. Must be able to work with little or no supervision.
6. Must have a valid Driver's License and be insurable throughout the duration of employment.
7. Comply with drug and alcohol-free workplace policies.
8. Successful completion of background screens.

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

---

Employee Name	Signature	Date
---------------	-----------	------

---

Supervisor Name	Signature	Date
-----------------	-----------	------