



6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 § 707-566-2288 § www.gratonrancheria.com

HOME IMPROVEMENT COORDINATOR

Position Description

Department:	Housing
Pay Range:	\$25.48 – \$39.32 Per Hour
Hours/week:	40 Hours Per Week
Classification:	Non-exempt

Reports to:	Housing Program Manager
Effective Date:	June 22, 2022
Revised Date:	February 3, 2023
Type:	Full Time

MISSION STATEMENT

The Federated Indians of Graton Rancheria Tribe (“FIGR” or “Tribe”) exists to exercise its inherent sovereign powers, customs, and traditions; to perpetuate its unique Native heritage; to preserve and protect the rights and privileges of the Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all Tribal Citizens, and to foster the value of education.

POSITION PURPOSE

The Home Improvement Coordinator will be responsible for assisting and supporting the Housing Program Manager with the daily activities that support the planning and execution of all home improvement and home rehabilitation projects through the Elder Aging in Place Home Improvement program or other housing rehab programs. The Home Improvement Coordinator will ensure all projects/activities are executed in a timely manner, and will work with program participants, Aging in Place Specialists, Elder Advocates, and contractors.

SUPERVISORY RESPONSIBILITIES

Not Applicable

JOB DUTIES AND RESPONSIBILITIES

The following job duties and responsibilities are considered essential for this position.

- Obtains home assessments with Aging in Place Specialists and Elder Advocates to determine needs for home improvements.
- Prepares scope of work and specification documents to assist in the procurement activities for construction bid and proposal solicitation.
- Prepares construction and rehabilitation cost estimates based on scope of work within FIGR construction program guidelines.
- Compiles detailed job specific information which will be incorporated into procurement documents.
- Monitors, and evaluates on-site construction projects to ensure appropriate safety precautions, quality assurance, and communications with participating contractors, subcontractors, vendors, and consultants.
- Conducts construction inspections, prepares communication reports with follow-up items to the appropriate parties, and assures compliance with contract provisions.
- Communicates and corresponds between program participants and contractors, sub-contractors, vendors, and consultants.
- Prepares construction status, field notes and observation reports.

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- Maintains electronic filing system for contracts to ensure compliance with FIGR procurement and contracting requirements.
 - Compiles and adheres to policies relating to Elder Aging in Place home improvements including but not limited to eligibility of the program participant, feasibility of the project, and suitability of the site.
 - Attend meetings, workshops, and training sessions as they pertain to Housing.
 - Performs other duties, as assigned.

QUALIFICATIONS

Experience: Four years in residential construction and/or renovation field. Two year's project management experience, such as project foreman, project coordinator or equivalent required. Strong computer skills, specifically in Excel, are required for this position.

Education: High School Diploma or equivalent (GED) required.

License: Must possess a valid driver's license and be insurable under the Tribe's policy.

Knowledge of: Standard construction practices involved with housing construction and rehabilitation, modern office procedures and practices; correct punctuation, spelling, and grammatical usage; basic business arithmetic; modern office equipment including personal computers, copiers, phone systems, Microsoft Office Suite, and other software, manual filing and/or electronic filing, indexing, and cross-referencing methods; financial record keeping and reference sources.

Ability to: Display respect and have an understanding of the Tribe's culture, traditions, and values; demonstrate cultural competency, awareness, and sensitivity; read and interpret construction documents such as plans, specification, drawings, contract provisions, addenda, change orders etc., demonstrate problem solving and decision-making skills; understand and apply applicable Federal and Tribal laws, regulations, policies, procedures, and program standards; understand and follow verbal and written instructions; be detail oriented; demonstrate excellent verbal and written communication skills; handle multiple tasks under strict timelines and shifting priorities; plan and coordinate various and complex projects; operate standard and modern office equipment; work efficiently and effectively under deadlines; exercise sound judgment and discretion; comply with the Tribe's policies and procedures; and interact in an honest, trustworthy, and respectful manner with FIGR Tribal Citizens, Tribal Council and other officials, employees, visitors, and vendors.

WORKING CONDITIONS

Environment: The work environment characteristics described herein are representative of those an employee may encounter while performing the job duties and responsibilities of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the job duties and responsibilities of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities include reading, distance, and computer usage.

TRIBAL AND INDIAN PREFERENCE

FIGR is a Federally Recognized Indian Tribe and in accordance with the Tribe's Human Resources policies, has adopted and implemented a Tribal and Indian Preference Employment Statute. Pursuant to this Statute, FIGR shall give preference in hiring in the following order of priority: (1) FIGR Tribal Citizen, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

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Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria does not discriminate because of age, creed, gender, race, sexual orientation, gender expression, gender identity, national origin, color, religion, genetic information, marital status, pregnancy, disability, disabled veteran status, or military service.

ADDITIONAL REQUIREMENTS

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position will be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug and Alcohol Testing: All applicants must successfully pass a pre-employment drug and alcohol test prior to beginning employment. Employees may be subject to reasonable-suspicion drug and alcohol testing.

COVID-19: All applicants must successfully pass a pre-employment COVID-19 test prior to beginning employment.

Disclaimer: The information on this position description indicates the general nature and level of work performance for an employee in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed

ACKNOWLEDGMENT

I have reviewed the content of the **Home Improvement Coordinator** position description and have been provided a copy of the position description. I certify that I can perform the job duties and responsibilities of this position as outlined in this position description, with or without reasonable accommodation(s).

Describe any accommodation(s) required to perform these job duties and responsibilities:

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date