

ALL MISSION INDIAN HOUSING AUTHORITY

27368 Via Industria, Suite 113, Temecula, CA 92590



Job Posting

Housing Rehabilitation Specialist

Reports to: Director of Project Management

Supervises: None

Salary Range: \$58,240-\$62,000 annually

Status: Full-Time/Exempt

Duties and Responsibilities:

Under the general direction of the Director of Project Management, this position is responsible for the following administrative and field duties.

- Assist with Project Management of on and off reservation homes and apartments.
- Perform required contract administration functions to implement NAHASDA rehabilitation contracts to ensure timely and effective expenditure of HUD funds.
- Prepare scope of work and specification documents and assist in the procurement activities for existing home rehabilitation bids solicitation.
- Prepare rehabilitation cost estimates based on scope of work.
- Monitor, direct and supervise contractor performance and enforce contract requirements.
- Conduct construction inspections and prepare communication with contractors and vendors.
- Perform warranty and rehab inspections.
- Maintain contract filing system to ensure compliance with ONAP and Federal documentation requirements.
- Other related duties as assigned.

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Required Knowledge, Skills, and Abilities:

- Knowledge of standard construction practices involved with housing construction and rehabilitation.
- Ability to communicate effectively, orally and in writing, with housing authority staff, contractors, vendors, tribal leadership, and program participants.
- Ability to maintain project records, prepare reports and comprehensive statements of work and specifications.
- Basic knowledge of Microsoft Office (Excel, Word, and Outlook).
- California Driver's license.

Desired Qualifications:

- Combination of experience, education, or training that would provide the required knowledge and experience.
- Knowledge of NAHASDA program regulations and HUD procurement and contract administration requirements.
- Position requires a high school degree and a valid CA driver's license.

Work Authorization:

- United States (Required)

Work Location:

- Temecula, California

Benefits Offered:

- Paid time off
- Parental Leave
- Health Insurance
- Vision Insurance
- Dental/Life Insurance
- Pension/401K

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Health and Safety- COVID-19 considerations:

We are doing everything we can to keep our team and customers safe. This means individual offices or widely spaced workstations, regular cleaning, masks, and hand sanitizer.

COVID-19 Precaution(s):

- Personal protective equipment provided
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

How to Apply

Please submit cover letter, resume, salary requirement and three (3) references to Rcabrera@amiha.org. This position is open until filled.

All Mission Indian Housing Authority (AMIHA) is an equal opportunity employer applying Native American Preference as defined in Section 7(b) of the Indian Self-Determination and Education Act.