



## **Job Description**

**Position:** Housing Rehabilitation Manager  
**Reports to:** Vice President / Director of Owner-Occupied Repair Program  
**Status:** Full Time, Non-Exempt

### **BACKGROUND**

Through the Owner-Occupied Repair Program (OORP), Merced Housing Texas makes health- and safety-related home repairs for homeowners with limited incomes, at no charge to the homeowner. Since the program's inception in 2002, Merced has repaired more than 750 homes in Bexar County, and our program continues to grow. The program is funded with federal funding through contracts with the City of San Antonio and Bexar County, private foundations and corporations, and individual donors.

### **GENERAL SUMMARY OF DUTIES**

The Housing Rehabilitation Manager is responsible for overseeing the rehabilitation work on the homes and coordinating with contractors and the homeowners.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Inspects project sites and prepares work write-ups and cost estimates for rehabilitation work to ensure work meets all applicable building codes
- Prepares and issues requests for bids
- Assists program director with selection of a contractor and preparation of contracts for construction
- Visits site periodically to determine if work is being performed satisfactorily and informs program director of work in progress
- Prepares various spreadsheets documenting program
- Types correspondence, contracts, and legal documents
- Establishes, documents, and maintains accurate up-to-date working files for each applicant
- Reviews, approves, and processes contractors' invoices
- Assists with explaining housing programs and the application process to the general public
- Communicates and works effectively with the general public, government staff, and building contractors

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Minimum of five years' experience in residential construction
- Service-oriented demeanor and a passion for working with people
- Basic knowledge of all phases and trades involved in housing rehabilitation
- Ability to write concise rehabilitation specifications based on units of materials installed rather than open-ended tasks
- Knowledge of current unit pricing for both labor and materials for single-family rehabilitation work items
- Strong written and verbal communication skills
- Ability to work with others collaboratively as a team
- Ability to strictly monitor contractors' performance, document contract compliance, and help resolve disputes
- Proficiency in Microsoft Outlook, Word, and Excel
- Valid Texas driver's license, reliable personal transportation, and current automobile insurance

**PREFERRED QUALIFICATIONS**

- Bilingual English/Spanish
- Hands-on residential rehabilitation experience

**WORKING CONDITIONS**

- Residential homes and general office setting – approximately 75% of the work will be conducted in an office setting.
- Frequent travel within Bexar County with occasional travel to other Merced owned-properties
- Standing, bending, walking or lifting may be required

**COMPENSATION**

- \$30/hour – \$36/hour
- Monthly health insurance benefit
- Simple IRA match, up to 3% of wages
- Generous sick, vacation, and holiday pay

Merced Housing Texas is an equal-opportunity employer and is committed to a culture that prioritizes and values diversity, equity, and inclusion for both staff and those we serve.

To apply, please send resume and letter of interest to:

[jesse@mercedhousingtexas.org](mailto:jesse@mercedhousingtexas.org)