



Job Title: Housing Rehabilitation Manager

Job Type: Permanent - Full Time

Location: San Antonio, Texas

Description: The Housing Rehabilitation Manager oversees residential rehabilitation projects through Merced Housing Texas's Owner-Occupied Repair Program (OORP), which provides health- and safety-related home repairs at no cost to qualified homeowners. This position coordinates rehabilitation activities, conducts property inspections, prepares work specifications and cost estimates, manages contractor bidding and performance and ensures construction work meets applicable building codes and contract requirements. The Housing Rehabilitation Manager works closely with homeowners, contractors, government representatives and internal staff to support the successful completion of projects and maintain accurate program documentation. Success in this role requires residential construction experience, strong organizational and communication skills, attention to detail and a commitment to providing quality housing assistance to the community

Total Rewards

- Hourly compensation of \$30–\$36, depending on qualifications and experience.
- Monthly health insurance benefit.
- Simple IRA retirement plan with employer matching contributions of up to 3% of wages.
- Generous sick leave, vacation and paid holiday benefits.
- Full-time employment with a combination of office-based work and residential site visits.

Preferred Qualifications

- Minimum of five (5) years of experience in residential construction.
- Basic knowledge of residential construction phases, trades and housing rehabilitation practices.
- Hands-on residential rehabilitation experience preferred.
- Knowledge of current labor and material pricing for residential rehabilitation projects.
- Ability to prepare concise, detailed rehabilitation specifications based on measurable quantities of materials and defined work items.
- Proficiency in Microsoft Outlook, Word, and Excel.
- Strong written and verbal communication skills, with the ability to prepare accurate reports, correspondence, cost estimates and project documentation.
- Excellent organizational skills and attention to detail.
- Ability to work collaboratively with homeowners, contractors, government personnel and colleagues.
- Service-oriented demeanor and a passion for working with people.
- Bilingual English/Spanish proficiency preferred.
- Valid Texas driver's license, reliable personal transportation, and current automobile insurance required.



Typical Duties

- Inspect residential project sites and prepare rehabilitation work specifications, write-ups and cost estimates to ensure work meets applicable building codes and program requirements.
- Prepares and issues requests for bids for residential rehabilitation projects.
- Assists the Program Director with contractor selection and the preparation of construction contracts.
- Conducts periodic site visits to monitor construction progress, evaluate workmanship, and determine whether work is being performed satisfactorily.
- Communicates project updates and construction progress to the Program Director.
- Prepares and maintains spreadsheets, reports and other program documentation.
- Types and prepare correspondence, contracts, legal documents and other project-related materials.
- Establish documents and maintain accurate, up-to-date working files for each applicant.
- Reviews, approves and processes contractor invoices in accordance with contract terms and program requirements.
- Assists homeowners and members of the public with understanding housing rehabilitation programs and application procedures.
- Communicates and works effectively with homeowners, contractors, government staff and other stakeholders.
- Monitors contractor performance, documents compliance with contract requirements and assist in resolving construction-related disputes.
- Evaluates rehabilitation work to help ensure projects are completed according to approved specifications, budgets and applicable standards.
- Performs other duties, tasks and special projects as assigned.

The above description covers the principal duties and responsibilities of the job. It shall not, however, be construed as a complete listing of all miscellaneous, incidental or similar duties that may be required from day to day. The selected candidate may be required to complete applicable employment screenings in accordance with organizational policies.

Interested candidates should submit their resume, including salary requirements, to Anthony Barrera, Senior Housing Rehabilitation Manager, at **Anthony@mercedhousingtexas.org**.

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