

ICCF Community Homes Job Description

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| Job Title: | Facilities & Construction Assistant |
| Department: | Real Estate Development and Management (REDM) |
| Reports To: | Facilities Administration Coordinator |
| FLSA Status: | Non-Exempt/Full-Time |
| Approved: | April 2024 |
| Compensation: | \$20-\$23/hr. |

SUMMARY

The Facilities & Construction Assistant position provides critical support to teams within the Real Estate Development and Management department to help ensure the successful creation, function, and maintenance of affordable housing in and around Grand Rapids. This is an ideal position for an individual who is experienced, organized, thorough, and passionate about the field of affordable housing development. This position will primarily assist the facilities and construction team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Facilities and Construction Assistance:

- Assist the Facilities Coordinator in the administration of various Asset Essential functions. This work includes consolidating, assigning, and documenting work orders from receipt to completion for ICCF-owned and ICCF-managed properties. Imputing and documentation of assets serial numbers, locations, and life spans at all ICCF-owned and ICCF managed properties.
- Assist with processing departmental invoices to ensure accuracy of payments, confirmation of work completion, and timelines of payments.
- Competency with technology and organizational software to enhance the structure and function of departmental tasks. Tasks include, but are not limited to, Sharepoint development and organization, outlook communications, supervision of various online accounts, document searching and delivery, scheduling, scanning, contractor follow ups, file organization, project bidding, creation of lien waivers, and contract overview.
- Communicate with existing and new construction / facilities contractors to keep contact information, Insurance, W9's, and licenses up to date, documented, and organized.
- Work with existing vendors to place orders for cleaning, construction, and general maintenance materials.
- Assist Construction and Facilities team with contractor management.
- Assist with tenant communication regarding contractor repairs, work order statuses, inspections, and any other notifications as needed.
- Assist with utility rebate / energy saving programs and any other future programs in which ICCF becomes enrolled with.
- All other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no formal supervisory responsibilities, but coordination of trade contractors and other external entities will be required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Excellent organizational, computer, and communication skills are necessary to be successful in this position.

EDUCATION and/or EXPERIENCE

- Minimum of 2 years working in affordable housing or facilities / construction management or other relevant experience to fit the job duties as described.
- High school diploma or GED, higher education degree preferred.

LANGUAGE SKILLS

Strong language skills and communication skills are necessary for this position. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. The ability to write professional letters, emails, routine reports and correspondence is critical.

MATHEMATICAL SKILLS

Basic construction math ability required. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

A Valid Michigan Driver's License and acceptable driving record is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to walk, reach with hands and arms, and climb or balance. The employee is frequently required to sit; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds, occasionally lift and/or move

up to 25 pounds, and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

TECHNOLOGICAL SKILLS

Ability to effectively use a smart phone, tablet, and computer using the Windows platform. Ability to navigate a variety of software including Microsoft Office, Microsoft 365, and digital timecards.

To apply, please send a cover letter and resume to hr@iccf.org. We are an EOE employer.