



Community Development Corporation

1488 NE Alberta St. Portland, OR, 97211
www.sabincdc.us • (503) 287-3496

Primary Work Site: 1488 NE Alberta St. Portland, Oregon 97211

Job Type: based on 36 hours a week at \$19-21 per hours including emergency phone (shared)

Organization: Sabin CDC

Primary Supervisor: Mary Schoen-Clark

Phone: 971-282-3302

Email: mary@sabincdc.us

ORGANIZATIONAL MISSION

Sabin CDC works toward social equity, stabilizing & improving the livability of culturally diverse Portland neighborhoods by assuring the availability of long-term affordable housing for low- and moderate-income residents, encouraging community partnerships for local economic development.

ORGANIZATIONAL DISCRPTION:

Sabin CDC has a 20+ year history of providing quality affordable rental and Land Trust housing within the Sabin, King, Vernon, Humboldt, Concordia, Boise-Eliot, and Overlook neighborhoods. Now more than ever, Sabin CDC is playing a key role in maintaining a rich diversity in these neighborhoods by providing a variety of affordable housing choices. To that end, Sabin CDC owns 118 units of affordable rental housing and 14 units of land trust housing. Sabin is currently working on the development of 41 new units of affordable housing and has expanded its service area to include all of the Portland Metro Area.

Sabin CDC was created in 1991 when a group of concerned neighbors came together to develop a vision and strategies for creating and maintaining socially just, economically viable, and diverse neighborhoods. Sabin's vision is for neighborhoods where everyone is offered the opportunity to access affordable housing and healthcare, choose successful schools, and enjoy the support of neighbors without divisive effects of gentrification that has had a disparate impact on communities of color. Sabin's strategies for implementing this vision go beyond the provision of affordable housing; our use of programs for seniors and youth alike bring together neighbors to improve skills and to connect our tenants with economic and educational opportunities in and around our Portland.

THE POSITON

Title: HUD Maintenance Lead

Supervisor: Executive Director – **Reports to Livability Manager for Work order assignment, scheduling/notice coordination and time off.**

The Maintenance Lead is responsible for all SAE properties and their related operations including:

- managing the timely completion of service requests,
- executing preventative maintenance, maintaining compliance and related inspections,
- organizing property level inventory,
- recruiting and developing the maintenance team and delivering great customer service.
- service requests, make-readies, move-ins and projects.
- Successful results from third party inspections including HUD and Homeforward.

The Sabin SAE properties are located in NE Portland, and this position ensures Sabin is compliant with local, state and federal regulations including Landlord/Tenant and Fair Housing laws. This position requires work that is independent and with teammates to manage and resolve all property-level management issues. This position communicates directly and regularly with the Executive Director of Sabin CDC.

Job Duties:

Tenant Move in and Move out

- Track current and upcoming vacancies and perform move-in/move-out inspections of units and assist in completing final accounting
- Coordinate unit turns with Livability Manager, maintenance staff, and vendors.
- Ensure apartments are inspected within 24 hours of move-out and charges are properly assessed by working with Community Manager
- Distribute, or delegate, tenant communications via email and door postings including 72-hour notice to enter and lease violations as needed
- Ensure property management supply inventory is adequate to maintain work order turn around and keep inventory organized
- Establish and maintain appropriate key control measures as it relates to unit keys and inventory

Working with other staff, vendors, volunteers

- Assist other staff with projects as needed to share maintenance expertise within: plumbing, carpentry, drywall, insulating, roofing, appliance repair installation and repairing buildings, floors or stairs,
- Adhere to OSHA safety standards and direct others to do the same
- Promptly report property liability claims, employee worker's compensation claims, and property loss claims
- Respond to after-hours emergencies as required or ensure delegation
- Work with Executive Director to preform annual Performance Reflections
- Accurately process receipts for billing to the properties and identify charges related to Reserve for Replacement and Tenant Damage
- Develop vendor relationships and monitor quality of vendors' work.
- Provide oversight to contracted projects to verify adherence to specifications
- Assemble and analyze contract bids, and submit bids and recommendations to superiors for action
- Maintain and repair assigned Sabin vehicle(s)
- Review assign service requests with Livability Manager. Communicate all new work orders though Slack.
- Support the proper filing of all maintenance, work orders

Property, Equipment, materials

- Identify any life safety or liability concerns on properties with regard to equipment document with work order and work with Livability Manger to develop solutions
- Create and execute each property's preventative maintenance plan. Do so in conjunction with conducting semi-annual healthy and safety inspections.
- Purchase building and maintenance supplies, machinery, equipment, and furniture as needed with authorization.
- Maintain property unit and master keys in an organized and safe manner
- Distribute tenant property communications via email and door postings including 72-hour notices and Lease Violations as needed
- Ensure grounds and curb appeal are maintained
- Participate in annual re-bidding of service contracts

REQUIRED QUALIFICATION

- Associate's or Bachelor's degree preferred; or an equivalent combination of education and experience.
- Proficiency with Word, Excel, voice mail systems and use Sabin's Slack system
- Experience working with multiple staff members, managing multiple tasks and competing priorities, and dealing with the general public
- Strong and accurate attention to detail
- Strong interpersonal, written and verbal communication skills
- Ability to work both independently, as a team member, and to take direction when given
- Available to work occasional evenings and weekends to
- Ability to work with diverse population Ability to pass background check

Knowledge of Department of Housing and Urban Development's (HUD) Rules and Regulations and State and Local codes preferred

GENERAL BEHAVIOR STATEMENTS

Sabin CDC has the following expectations of all employees in the areas of problem solving, initiative, planning/organizational skills, interpersonal skills, attendance/punctuality and orderliness:

All Sabin CDC Employees, volunteers and interns are expected to:

- Identify problems in a timely and efficient manner and offer practical solutions to problems when ever possible
- Consider the effects of decisions made prior to making decision
- Offer suggestions in ways to increase efficiency and productivity
- Make appropriate decisions about when to act independently and when to consult with others
- Use resources wisely, schedule work effectively
- Share information in a courteous manner with other employees to ensure a knowledgeable, efficient, cohesive team.
- Provide information to visitors in a courteous and friendly manner
- Offer help to coworkers when own workload permits
- Arrive for work as scheduled so as to not disrupt, delay or cause additional work for coworkers
- Give proper notification to supervisor of scheduled absences
- Keep work area appropriately presentable to the public
- Return shared equipment/supplies to proper storage area after use or at end of day in ready to use condition.

- Report any concerns to a supervisor in a timely fashion
- Treat coworkers with respect and consideration

Other:

1. In order to drive SABIN CDC vehicles a license and a good driving record is necessary, **as well as** proof of automobile liability insurance required by state of Oregon
2. Reliable method of getting to work is required.
3. Must be free from illegal drugs, may be subject to suspicion testing.
4. Must be able to pass the Criminal Background Check.
5. Able to drive/travel long distances.
6. Able to sit at meetings for as long as four hours at a time.
7. May have periodic evening and/or weekend activities.
8. Physical Requirements:
 - a. Exerting up to 20 pounds of force to lift, carry pull or otherwise move an object multiple times a day.
 - b. Have hearing and visual ability to observe and detect signs of emergency situation or required repairs
 - c. Maintain body equilibrium to prevent falling when walking, standing or crouching on narrow or slippery surface -
 - d. Substantial movements (motion) of the wrist, hands, and/or fingers in a repetitive manner – must be able to sit, stand, reach, bend and stoop for extended periods of time.
9. This job description is not an all-inclusive list of functions and tasks. Over the length of employment these functions and tasks may change.

ASPIRATIONS: the following is a list of aspirations that apply to all SABIN CDC positions

Teamwork - *We join our individual strengths together creating teams and circles of cooperation to promote innovative thinking and bring opportunity to our community.*

Partnerships - *We create collaborative community partnerships to best leverage all resources available for the benefit of the community.*

Diversity - *We welcome and accept differences, and honor our co-workers and clients by treating each person with equality, dignity, and respect.*

Confidentiality & Ethics - *We maintain a high standard of ethics and integrity to respect the confidentiality of clients and staff.*

Physical Safety - *We respond promptly to address health and safety needs or concerns for clients and staff.*

Communications - *We encourage timely, open-minded, respectful, and direct communication to alleviate controversies and foster a safe, productive workplace.*

Health & Sustainability - *Recognizing the importance of physical, emotional, and environmental health, we seek to inspire and model healthy, sustainable living.*

Public Relations - *We recognize that each of us represents the entire agency in our public interactions and strive to act in a consistently professional and unbiased manner.*

Professional Growth - *We provide an environment supportive to personal and professional growth, cross training, and advancement.*

SIGNATURES & DATES The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements. NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

NOTE: The specific statements reflected in each section of this position description are not intended to be all-inconclusive, but rather the basic elements and criteria considered being necessary in order to satisfactorily perform the duties associated with the position.

<i>Employee Date</i>	<i>Immediate Supervisor- Mary Schoen-Clark Date</i>
<i>Human Resources Date</i>	<i>Executive Director – Mary Schoen-Clark Date</i>

Effective date: 10-1-2018

Sabin CDC is an equal opportunity employer.