

## **"TEMPORARY" TENANT COORDINATOR**

**Status:** Non-Union EOLHC Funded

**Function:** This position is being funded to meet the needs of the Fall River Housing Authority's Modernization Department. The "temporary" Tenant Coordinator facilitates the resident-related aspects of construction so that residents are informed about the construction work and lines of communication are established to head off potential problems. The "temporary" Tenant Coordinator is required to work closely with contractors, subcontractors and architectural and engineering staff on assigned jobs while maintaining the best interests of the Fall River Housing Authority at all times.

**Supervision:** The "temporary" Tenant Coordinator works under the general supervision of the Director of Modernization & Development and also receives assignments and supervision from the Director of Facilities Management.

### **Essential Job Duties:**

- Acts as a liaison with residents and contractors.
- Notify all residents two (2) weeks before any work is scheduled in their apartments.
- Notify each resident in writing forty-eight (48) hours before work is scheduled in their apartment.
- Obtain signed permission to enter the apartment, if the tenant will not be at home.
- Obtain and responsible for master keys for any vacant apartment(s) or any apartment(s) where the resident is not at home.

### **Secondary Job Duties:**

- Any other related duties as assigned and/or required.

### **Performance Criteria:**

This position will be evaluated on the ability to establish an effective, efficient

and harmonious working relationship with Contractors, Subcontractors, Architects, Engineers, Residents and others involved in the construction process.

### Qualifications and Skills:

- Above average written and oral communication skills
- Strong interpersonal and communications skills.

### Experience and Education:

The nature of this position does not require any prior training or experience. A candidate should be in good physical condition and should be able to demonstrate an ability to understand oral and written instructions. Good physical health and manual dexterity is called for in the performance of work. Requires possession of a valid driver's license and reliable vehicle.

### Physical Demands:

SEDDENTARY (requires lifting 10 lbs., carrying small objects) \_\_\_\_\_  
 LIGHT (requires lifting 20 lbs., with frequent carrying of up to 20 lbs.) \_\_\_\_\_  
 MEDIUM (requires lifting 50 lbs., with frequent carrying of up to 25 lbs.)   X    
 HEAVY (requires lifting 100 lbs., with frequent carrying of up to 50 lbs.) \_\_\_\_\_  
 VERY HEAVY (requires lifting over 100 lbs., such as moving furniture) \_\_\_\_\_

CODES: C = Continuously, F = Frequently, O = Occasionally, and R = Rarely

A. Standing	<u>  F  </u>	H. Reaching	<u>  F  </u>	O. Crawling
<u>  O  </u>				
B. Sitting	<u>  O  </u>	I. Handling	<u>  F  </u>	P. Bending
<u>  F  </u>				
C. Walking	<u>  F  </u>	J. Fine Dexterity	<u>  F  </u>	Q. Twisting
<u>  F  </u>				
D. Lifting	<u>  F  </u>	K. Kneeling	<u>  F  </u>	R. Climbing
<u>  O  </u>				
E. Carrying	<u>  F  </u>	L. Crouching	<u>  F  </u>	S. Balancing
<u>  O  </u>				
F. Pushing/Pulling	<u>  F  </u>	M. Foot Controls	<u>  F  </u>	T. Vision
<u>  C  </u>				
G. Hearing	<u>  C  </u>	N. Talking	<u>  F  </u>	U. Other
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**Conditions of Employment:**

Please note, this is a temporary position, weekly hours could fluctuate. All funding is approved through EOHLC.