

**YOLO COUNTY HOUSING AUTHORITY**  
**Migrant Center Coordinator**

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**MIGRANT CENTER COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

To perform a variety of tasks to the maintenance, repair, construction and operation of a migrant housing center; to operate light power tools and equipment; and to perform a variety of duties relative to assigned area of responsibility.

**DISTINGUISHING CHARACTERISTICS**

This is the journey level class within the Migrant Center Coordinator series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Migrant Center Coordinator in that the latter performs the more complex and difficult duties assigned to the position including coordinating the operations and activities within an assigned migrant center.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Migrant Center Program Manager.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Participate in the maintenance, repair, and construction of buildings and grounds.
2. Perform minor electrical repairs and installations; replace light bulbs, fuses and circuit breakers.
3. Perform repairs to plumbing systems of buildings; repair or replace broken water and sewer lines.
4. Paint the interior and exterior of buildings, including doors, moldings and walls.
5. Repair and replace broken windows, screens, cabinets, shelves, doors and related building fixtures.

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6. Operate power tools and equipment used in the repair and construction of buildings.
7. Act as Senior Migrant Center Coordinator as assigned.

**Marginal Functions:**

1. Assist in annual inspection of units.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a facilities and grounds maintenance program.  
Operational characteristics of equipment, tools, materials, methods and practices of building maintenance and grounds maintenance.  
Safe work practices.

**Ability to:**

Perform minor maintenance activities related to area of assignment.  
Operate a variety of tools and equipment skillfully and safely.  
Perform truck and equipment maintenance.  
Perform heavy manual labor.  
Understand and follow oral and written instructions.  
Principles and practices of safe work and driving.  
Live on the Center grounds.  
Communicate clearly and concisely, both orally and in writing.  
Understand and follow oral and written instruction.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain mental capacity which allows for effective interaction and communication with others.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of responsible building maintenance experience.

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**Training:**

Equivalent to the completion of the eighth grade.

**License or Certificate**

Possession of, or ability to obtain, a California driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:**

Public housing environment; field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases; inclement weather conditions; work at heights on scaffolding and ladders.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, walking, standing or sitting for prolonged periods of time; bending, stooping, kneeling, crawling; operating motorized equipment and vehicles.