

YOLO COUNTY HOUSING
Senior Migrant Center Coordinator
Non-Exempt

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SENIOR 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 plan, direct, supervise, and coordinate the operation and maintenance of a migrant housing center; to coordinate and perform maintenance and repair activities; to inspect housing units and evaluate repair and maintenance requirements; and to perform a variety of duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Migrant Center Coordinator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including coordination of an assigned migrant center operations and activities. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Facilities Manager.

May exercise technical and functional supervision over clerical and maintenance personnel.

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

Essential Functions:

1. Plan, direct, supervise, and participate in the maintenance, rehabilitation and repair of center facilities including living units, grounds, and water and sewer systems.
2. Perform a variety of building maintenance, repair, and installation duties in the areas of carpentry, electrical, plumbing, and mechanical duties.
3. Perform a variety of grounds maintenance and landscaping duties; mow, trim and edge lawns; trim shrubs, bushes and trees; repair playground equipment.
4. Perform inventory inspections on housing units; ensure items are accounted for; report discrepancies

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to supervisor.

5. Resolve disputes between tenants; interview prospective tenants.
6. Provide lead supervision over assigned maintenance personnel; review work and control quality of work.
7. Inspect buildings to assess repair needs and perform the most difficult and skilled maintenance work.

Essential Functions:

8. Interpret and apply applicable laws, rules and regulations.
9. Coordinate the resident council meetings; serve as an advisor to the resident council; provide support as requested.

Marginal Functions:

1. As assigned, participate in on-call, weekend rotation duties.
2. Coordinate migrant housing activities with other divisions and with outside agencies.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic operational characteristics, services and activities of a migrant center program.
Methods, techniques and tools used in routine maintenance and repair functions.
Principles and practices of grounds keeping and landscaping.
Principles of maintenance and repair related to electrical, mechanical, gas and central heating systems.
Methods and techniques of plumbing and carpentry.
Occupational hazards and standard safety practices.
Principles of lead supervision and training.
Principles, methods, techniques and tools used in the maintenance, repair and construction of buildings and grounds.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Coordinate and perform maintenance and repair of assigned migrant center.
Administer rules and regulations related to migrant housing program operation.
Counsel residents and mediate disputes.
Monitor the condition of residential facilities.
Perform grounds keeping and landscaping functions.
Operate a variety of hand and power tools and equipment in a safe and effective manner.

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Lead, organize and review the work of seasonal staff in the area of work assigned.
Interpret, explain and apply applicable laws, rules and regulations.
Communicate clearly and concisely, both orally and in writing.
Live on the migrant center grounds.
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:

Three years of migrant center facilities maintenance experience.

Training:

Equivalent to the completion of the twelfth 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.