

HOUSING COORDINATOR

NATURE OF WORK IN THIS CLASS:

This is staff administrative work involved in coordinating the activities of the temporary or permanent housing program.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Enforces all permanent or temporary house lease agreements in accordance with rules and regulations.

Conducts surveys of persons living in permanent or temporary houses; examines and investigates the living conditions of the occupants.

Conducts inspections of Government of Guam housing units; inspects and checks the conditions of plumbing, electrical appurtenances, interior and exterior walls, furniture, and other accessories for conformance to safety regulations.

Receives and processes complaints; initiates requests for repairs to be made or maintenance needed in the existing permanent or temporary homes; prepares requisitions for supplies and materials needed to accomplish individual assignment; makes frequent inspections of homes to determine whether such buildings are being used properly, and to protect government interests, etc.

Coordinates the preparation and cleaning of vacated quarters before assignment of occupant(s) including furnishing of necessary utensils and beddings, pending the arrival of the occupant's household effects.

Participates in performing warehousing functions to include storing and issuing of household property, maintenance and upkeep of the warehouse, and the taking of periodic inventory on household property.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the methods and procedures used in inspecting and correcting unsanitary conditions.

Ability to establish administrative procedures for the efficient handling of the housing program.

Ability to enforce rules and regulations with firmness, tact and impartiality.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

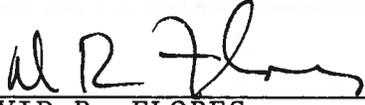
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two years of experience in the maintenance of buildings and one year of public contact work; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

Established: July 1980

1st Amended: February 1982



DAVID R. FLORES
Executive Director,
Civil Service Commission