

POSITION DESCRIPTION

PUBLIC HOUSING REVITALIZATION SPEC. (FM), GS-1101-11

SETID	HUD01	JOB CODE	FP0032	DATE	11/08/2005	OPM CERT #			
PAY PLAN	GS	SERIES	1101	GRADE	11	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Public Housing Revitalization Spec. (FM)								
SPVY LEVEL	Other	POSITION SENSITIVITY	NCrit Sens	LEO POSITION		MEDICAL CHECK REQ.	No	BUS CODE	0015
FLSA	Exempt	PATCOB		EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	
CLASSIFIER									
CLASS STANDARD									
DATE CLASSIFIED	07/18/1997								

MAJOR DUTIES

Public Housing Revitalization Specialist
 (Facilities Management)
 OFFICE OF PUBLIC HOUSING
 GS-1101-11

INTRODUCTION

This position is located in the Public Housing Division in the Field Office. The incumbent reports to the Director, Office of Public Housing or subordinate supervisor as assigned. The incumbent supports the day-to-day operations of the field office; provides general assistance and advice; and performs a work assignment, which involves understanding policies, and procedures related to the facilities management aspects of pm programs. The incumbent provides assistance within the field office and or to the Program Centers on general problems involving pm activities when necessary. The incumbent performs facilities management duties and handles a wide range of assignments within the scope of the Office's responsibilities.

DUTIES AND RESPONSIBILITIES

1. The incumbent monitors the performance of the PHAs in the facilities management area for both Low Rent Public Housing and Section 8 programs by reviewing building plans and specifications, contract and other proposals, requisitions, change orders, and implementation schedules.

2. Under the guidance of senior staff the incumbent: provides general advice and guidance to Hub Field Office staff or Program Center staff on facilities management issues; serves as a liaison between the Headquarters and Field Office staff on new policies and procedures; and participates with team members to develop policy and implement new or revised legislation.

3. The incumbent participates with team members to conduct targeted performance assessments of specific housing authorities. With supervisory guidance, the incumbent uses the Diagnosis, Problem Resolution, and Follow-up phases to review facilities management areas such as:

- General engineering matters related to maintenance activities
- Modernization programs (CIAP and Comp Grant)
- Applicable Section 8 activities (Housing Quality Standards)

The incumbent provides general advice and assistance to teams in developing and carrying out recommendations when the housing authority management and local leaders are unwilling to improve resident living conditions.

4. The incumbent identifies functional related problems in the areas of facilities management. The

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incumbent serves as a member of other teams to develop appropriate solutions (which often will be extended area wide) to problems identified by either remote monitoring or to provide contact with Field Office staff.

5. The incumbent provides general advice and assistance to teams conducting targeted compliance assessments of specific PHAs. The incumbent uses Diagnosis, Problem, and Follow-up phases, performs in-depth reviews involving:

-24 CPR 85-36

- Lead-Based Paint Poisoning Act

-Section 504

The incumbent assists in various functions: identifies corrective actions on compliance violations, develops training packages, disseminates information, and when appropriate makes recommendations to senior staff on critical compliance cases.

6. With minimal supervision, the incumbent monitors compliance of all PHAs in the facilities management area and works with others in identifying developing strategies for dealing with proper bidding, award procedures, and compliance with wage rates.

7. The incumbent provides general assistance to housing authorities by responding to questions, identifying technical assistance needs, and assists in developing tailored packages to address those needs using strategies such as peer-to-peer networks.

8. The incumbent reviews and submits for approval: requisitions, change orders, contracts, utility allowances, and relevant portions of the budget, and other facility management requirements.

9. The incumbent assists in responding to questions issues raised by residents of housing authorities, applicants, and outside parties.

10. The incumbent assists in completing assignments involving reviews (Modernization, resident initiatives grant applications, and environmental), audit finding resolutions, PHAS appeals, EHS certifications, and Demo Dispo Conversion requests.

11. The incumbent uses various automated equipment and data systems to maintain current PHA data, track PHA performance trends and compliance issues, and generate appropriate work products.

12. The incumbent assists in the coordination and implementation of "Best Practices" in the area of facilities management. The incumbent reviews analytical papers on programs assessing effectiveness and suggesting new policies and policy changes having, national impact. He or she identifies and assembles materials for the information clearinghouse and recommends appropriate strategies, tools, and procedures to address identified performance deficiencies and general problems. The incumbent researches non-HOD sources of technical assistance, e.g. nonprofits and universities and disseminates information.

13. The incumbent provides general advice and assistance. He or she assists in achieving Management Plan goals as they pertain to Facilities Management. The incumbent reviews Management Review reports, assists in preparing the management plan reports, and processes waivers.

14. The incumbent serves as a policy liaison to other functional specialists in Hub Field Office and or Program Center.

15. The incumbent provides general assistance on policy or operational issues and assists in the development of tailored packages to address the identified needs. He or she assists in identifying

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outside sources to provide general assistance to PHAs in subject areas under facilities management. He or she assists staff to initiate, convene and chair meetings, workshops, seminars and conferences.

16. Utilizes available computer equipment and data systems to maintain data, track performance trends and compliance issues and generate appropriate work products.

Factor 1. Knowledge Required by the Position

A general knowledge of facilities management evaluative methods and programs carried out by the PHAs in order to enhance the efficiency effectiveness of the housing authorities.

A general knowledge of the HUD rules and regulations, statutes and other controlling documents pertaining to the organizational patterns and personnel policies, and programs administered by PHAs to facilitate developing new or improved work methods and FM strategies for implementation both in the respective PHA and possible implementation nationwide.

Skill in identifying trends in the facilities management functional area in order to provide PHA management and the facilities management functional specialists with information upon which to develop solutions to significant downward trends which may prove extremely harmful to the authority.

Factor 2. Supervisory Controls

Assignments are made in terms of objectives desired or arise out of ongoing work. With supervisory guidance, the incumbent is responsible for planning and carrying out assignments by determining, after identifying problem areas, what additional data should be evaluated. The incumbent's work is reviewed for consistent interpretation of legal precedents, equitable treatment of PHAs, and impact on HUD policy, and the extent to which the incumbent's work furthers Pill program goals.

Factor 3. Guidelines

Guidelines include Departmental goals and objectives, and Federal, State, and local regulations and ordinances etc. The incumbent must use good judgment and ingenuity in adapting these policies to resolve problems, and in developing new methods for use by other PHAs. Established guides require interpretation or, as is often the case, the incumbent must extend the intent of such guides to meet, current work requirements:

Factor 4. Complexity

The work involves performing general reviews and analysis of the PHAs in the areas of facilities management on a local and area-wide basis, identifying operational and programmatic deficiencies, and providing PHA management and the FM functional specialist with general assistance. The large size of many of the PHAs, coupled with intricate relationships within these authorities, complicates the analysis of data. The specialist also makes recommendations on a regular basis, which may affect program priorities, nation-wide.

Factor 5. Scope and Effect

The work involves developing programs and procedures necessary to analyze operations within PHAs and recommend appropriate changes in general program operations of PHAs. Many of these changes extend beyond the Field Office jurisdiction and in fact become implemented nationwide, thus affecting the well being of significant numbers of people, often on a HUD-wide basis.

Factor 6. Personal Contacts

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Contacts are with employees in Hub Field Offices, Program Centers or Management Centers, as well as staff in PHAs and employees in Headquarters. Additional contacts include officials at the state and local levels as well as with those in other Federal agencies. Contacts are for the purpose of exchanging information or clarifying information or clarifying questions or negotiating resolutions to general issues.

Factor 7. Purpose of Contacts

The purpose of the contacts is to persuade agency or PHA staff, as appropriate, to accept policy recommendations or changes. In many instances use of effective persuasion is necessary to obtain agreement with those not inclined to be cooperative.

Factor 8. Physical Demands

The work is usually sedentary and involves sitting comfortably to accomplish most tasks. No special physical demands are required.

Factor 9. Work Environment

The work involves normal risks or discomforts associated with working in an adequately lighted and ventilated office.

JOB COMPETENCIES (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

EVALUATION STATEMENT