

## NOTICE OF JOB POSITION OPENING

Date Posted: 5/5/2021

**POSITION TITLE:** Rehab Coordinator  
**LOCATION:** 514 S 16<sup>th</sup> St. McAllen, TX 78501  
**REPORTS TO:** Construction Director  
**PAY RANGE:** Pay Grade B (\$23,546 - \$35,319)

### PRIMARY PURPOSE:

Under general supervision, but in accordance with established policies and procedures, this position is responsible for assisting the Rehab Manager as it relates to qualified home rehabilitation and new construction in the areas of Hidalgo County except McAllen TX. To assist with various home rehabilitation and new construction grant/loan programs as approved by Affordable Homes of South Texas, Inc. (AHSTI). Position will also work closely with Rehab Manager to help coordinate rehab activities on identified properties.

### RESPONSIBILITIES:

1. Provides information to clients with the various home rehabilitation and new construction grant/loan programs.
2. Assists in the preparation of environmental, survey, and elevation certificates for each home to ensure compliance with all applicable laws and requirements and corresponding program guidelines.
3. Assists in the preparation of bid specifications on work to be bid out on home rehabilitation and new construction projects.
4. Assists in processing required documentation and closing qualified grants and loans by responding to requests for additional documentation needed by home buyer development, legal, compliance, and lending departments as needed.
5. Assists Rehab Manager in ensuring rehab general contractors (GC) used on home rehabilitation and new home construction projects are in compliance with Davis Bacon Regulations.
6. Assists in customer call backs and rehab complaints as it relates to the home rehabilitation and new home construction programs. Keep track of all customer call backs and give Rehab manager updates daily.
7. Requests title commitment and tax service for customer on home rehabilitation and new construction grants/loans.
8. Perform home rehabilitation and new construction inspections on a weekly basis as required by current construction projects in various stages.
9. Assists with service repair calls from customers on old "New Beginning's" lease program.
10. Preparation of demolition and building permits with local cities where home rehabilitation and/or new construction will be taking place.
11. Completing material selection for new home construction customers under the rehab department.
12. Provide assistance to other Rehab Manager as needed.

13. Assist with housing department inspections after training is given.
14. Assist construction department when other department employees are not available.

### **EDUCATION/CERTIFICATION/EXPERIENCE:**

1. High School Diploma from an accredited high school or equivalent.
2. Associate Degree in Construction or related field preferred.
3. Valid, current and non-restricted Texas Driver's License required.
4. Minimum of one to three-years' experience in the area of home construction preferred

### **ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

1. Fluent in Spanish language in both written and verbal styles.
2. Ability to read, analyze and interpret general documents, and government regulations.
3. Working knowledge of Microsoft Excel, Word, or comparable word processing/data base programs.
4. This job operates 30% in the field and 70% in a professional office environment.

**Complete online application at [www.ahsti.org](http://www.ahsti.org) [Select Careers]. Questions? Email [careers@ahsti.org](mailto:careers@ahsti.org)**

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