

**HOUSING AUTHORITY OF THE CITY OF HARTFORD
JOB DESCRIPTION**

TITLE: Vacancy Prep/REAC Worker

DEPARTMENT: Field Operations

SUPERVISOR: Field Operations Manager

POSITION DEFINITION: This position is solely for the preparation of vacant units and Real Estate Assessment Center (REAC) preparations in the LIPH program. Employee performs manual work of a routine nature often requiring considerable physical strength and endurance. Work involves both heavy and light physical labor in performing unskilled tasks and semi-skilled tasks. Employee may be assigned to individual or group routine tasks requiring close supervision, and works more independently with acquired experience. Contributes towards the Authority's goal to provide safe, decent and affordable housing.

ESSENTIAL DUTIES:

- Performs duties based on instructions from supervisor.
- Completes daily work orders received by the supervisor.
- Performs make-ready turn related work as required to ensure vacant units are rent-ready in a timely manner, such as VCT flooring removal and installation, painting, dry wall repair, light carpentry, etc. (i.e.-hang blinds, switch plates, etc.)
- Prior to the REAC preparation date, conduct a complete (100%) preparation of the property. It should include the site, all building exteriors, all building systems, all common areas and all units. For clarification purposes: all areas within a building that are not residential units are considered common areas for the REAC preparation and you will need to provide access to each of these areas.
- Goal is to conduct 100% pre-preparation of units, common areas, site, building exterior and mechanical systems per HUD regulations to prevent a low score.
- Performs rough carpentry work including installation/repair of entry doors, sliding doors, interior doors, interior framing and/or repair of wall partitions, installation of wall gypsum board and building insulation.
- Assists in snow removal as directed by the Field Operations Manager.
- Maintains strict confidentiality on restricted information.
- Performs other duties as required.

QUALIFICATIONS REQUIREMENTS:

- High school diploma or GED required.
- Demonstrated ability to read and write English.
- Experience in heavy manual work and in the use of hand tools.
- Knowledge of one or more skilled trades (painting, carpentry, plumbing).
- Demonstrated ability to understand and follow oral and written instructions in English.

- Demonstrated ability to perform manual tasks requiring physical strength and endurance.
- Demonstrated ability to perform a variety of semi-skilled tasks.
- Demonstrated mechanical aptitude and mental alertness.
- Demonstrated ability to work independently.
- Good powers of observation.
- Demonstrated ability to provide excellent customer service.
- Demonstrated ability to establish and maintain effective working relationships with other employees, tenants and the public. This includes maintaining a positive, professional attitude in representing the proper image of the agency at all times.
- Demonstrated ability to achieve and maintain a satisfactory attendance record, as defined by the Attendance Policy.

CERTIFICATE/LICENSE: Connecticut Motor Vehicle Operator's License.

PHYSICAL DEMANDS:

SEDDENTARY (requires lifting 10 lbs., carrying small objects) _____

LIGHT (requires lifting 20 lbs., with frequent carrying of up to 20 lbs.) _____

MEDIUM (requires lifting 50 lbs., with frequent carrying of up to 25 lbs.) _____

HEAVY (requires lifting 100 lbs., with frequent carrying of up to 50 lbs.) _____

VERY HEAVY (requires lifting over 100 lbs., such as moving furniture) X

CODES: C = Continuously, F = Frequently, O = Occasionally, and R = Rarely

A. Standing	<u> F </u>	H. Reaching	<u> F </u>	O. Crawling	<u> O </u>
B. Sitting	<u> F </u>	I. Handling	<u> F </u>	P. Bending	<u> F </u>
C. Walking	<u> F </u>	J. Fine Dexterity	<u> F </u>	Q. Twisting	<u> O </u>
D. Lifting	<u> O </u>	K. Kneeling	<u> F </u>	R. Climbing	<u> O </u>
E. Carrying	<u> O </u>	L. Crouching	<u> F </u>	S. Balancing	<u> O </u>
F. Pushing/Pulling	<u> F </u>	M. Foot Controls	<u> O </u>	T. Vision	<u> C </u>
G. Hearing	<u> C </u>	N. Talking	<u> F </u>	U. Other	_____

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified."

Approved by _____ Date _____
Supervisor

Approved by _____ Date _____
Department Head

Approved by _____

Director of Human Resources

Date

Acknowledgment: This is to acknowledge that I have read and understand and accept this job description as a condition of my employment at the Housing Authority of the City of Hartford.

Employee

Date

Union: 1161