

CADDO NATION OF OKLAHOMA POSITION DESCRIPTION			
FIELD SERVICES SPECIALIST			
DEPARTMENT Housing	Hourly Wage \$ 12.00 - \$ 18.00	SUPERVISOR Housing Specialist (Administrator)	CLASSIFICATION Full-Time, Non-Exempt, Permanent

SUMMARY OF POSITION:

Assists the Housing Specialist (Administrator) for the Caddo Nation Division of Housing in carrying out activities and services in the field. Answers directly to the Housing Specialist and in turn, the Business Manager. This position assists the Housing Administrator in carrying out of all daily field service activities to enable the organization to meet all of its goals and objectives. Performs tasks that require skills in organization, planning, maintenance, construction and inspections and a basic knowledge of Indian Housing/TDHE operations and objectives. Must be able to understand the basic principles of residential construction and property maintenance and command a good working knowledge of the Native American Housing Assistance and Self-determination Act of 1996 and related requirements. Must be willing to receive direct supervision and technical assistance and also be able to operate autonomously with minimal supervision in certain cases.

POSITION AUTHORITY:

The Field Services Specialist is authorized by the Caddo Nation Division of Housing Board through the Business Manager and Housing Specialist to assist with the field service aspect of the Caddo Nation's housing business. The Field Services Specialist is a full time position designed to provide the Housing Specialist with support and to be a representative in the field. . This position is based upon the types of programs and activities being undertaken by the CNDH and may also provide advancement opportunities depending upon performance and funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates within the parameters of the Native American Housing Assistance and Self-Determination Act of 1996 aka "NAHASDA."
- Attends meetings as required by the Housing Specialist or Business Manager and may act in the capacity of housing representative in the field in the absence of the Housing Specialist.
- Assists the Housing Specialist for the Caddo Nation of Oklahoma with preparation, review and/or completion of construction, modernization, and rehabilitation contracts and services, inspections, procurement, reports, wage interviews, contractor payroll records, budgets, work orders, job specifications, forms, environmental review records and any other legal/program documents on behalf of the Caddo Nation's housing department.
- Answers directly to the Housing Specialist and must be willing to receive training and technical assistance to encourage professional development.
- Completes various types of inspections relating to occupancy, construction, modernization, rehabilitation and maintenance.
- Monitors and reports on progress of ongoing maintenance/construction projects
- Ensures that all Policies and Procedures of the Caddo Nation related to housing

construction and standards are consistently followed and are in compliance with applicable jurisdictional building codes, municipal ordinances, and NAHASDA.

- Assists with the development and preparation of the Indian Housing Plan and Annual Performance Report(s) as requested.
- Maintains effective and respectful communication and interaction with staff, clients, contractors, service providers, the tribe and the general public.
- Advises the Housing Specialist as to maintenance, site development, and construction needs.
- Completes routine and non-routine maintenance and modernization tasks such as lawn care, painting, cleaning, and minor interior/exterior repairs and "make ready" jobs
- Communicates as requested with federal, state, county, local authorities and governing bodies and grant providers.
- Available upon request and outside of regular hours as necessary.

ADDITIONAL KNOWLEDGE AND ABILITIES:

- Knowledge of federal, state and local laws, codes, and regulations governing Indian housing programs including but not limited to NAHASDA, 24 CFR Part 1000, applicable OMB Circulars, 24 CFR Part 58, 24 CFR Part 85, the ADA and Section 504 of the URA, residential building and construction codes, and HUD minimum property standards.
- Knowledge of cost estimation analysis and techniques.
- Knowledge of housing inspection practices and techniques.
- Ability to operate machines, equipment, and tools utilized in maintenance, lawn care and grounds keeping, and construction.
- Must have an excellent working knowledge of residential construction practices.
- Ability to coordinate project activities and multiple tasks.
- Ability to monitor construction and job progress and prepare appropriate reports.
- Ability to receive instruction, training, and technical assistance.
- Ability to communicate effectively with the Tribal, City and County officials, representatives of other public agencies, community groups, business representatives, tenants and homebuyers, and members of the public.
- Ability to understand construction plans and blueprints, and materials and job specifications
- Ability to establish and maintain effective relations with coworkers and customers.
- Knowledge of Caddo Nation's policies and procedures.
- Must be computer literate and have general knowledge of basic office machines and software applications.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty and acquire enhanced job skills through education and training if necessary. The requirements listed below are representative of the knowledge, skill and/or abilities required.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree and three years of relevant work experience or High School Diploma or equivalent and five years experience working in the area of construction, contracting, Indian Housing, or Federal/Tribal construction type programs.

COMMUNICATION SKILLS

Ability to read, analyze and interpret general technical manuals, governmental regulations, and Native American Housing Assistance and Self-Determination Act of 1996 aka "NAHASDA" requirements. Ability to write reports and letters and to respond to written and oral communications. Ability to effectively present information and respond to questions from groups of people, contractors, government officials, clients and residents, staff and the general public.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to read and understand detailed bids, proposals, and cost estimates. Ability to identify and address problems and be a calming influence in a heated situation.

PHYSICAL DEMANDS

The physical demands described here must be met by this employee to successfully perform the essential functions of this job. The employee must be able to talk, hear, and use hands and fingers to operate a computer, telephone, vehicle and a variety of construction, lawn, and home care equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

Formal appointment and selection shall be by the Tribal Council and/or Business Manager upon recommendation by the Housing Specialist. The selection may include review of education and experience, oral interview, reference check and job related tests, if applicable.

The duties listed above are intended only as illustrations of the various types of work that must be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment contract, should job requirements change.

CONDITIONS OF EMPLOYMENT:

Must possess a valid driver's license and vehicle and be insurable under the Caddo Nation's vehicular insurance policy. Must be bondable and willing to submit to a background check and random drug testing. Must comply with all organizational and departmental policies. Must be available and willing to work up to 40 hours per pay period, generally during the hours of 8 am to 5 pm, Monday through Friday and other irregular and/or additional hours as needed or as required by the supervisor. Must be willing and able to travel, if necessary. Must exercise the highest degree of professionalism and ethics at all times.

APPROVAL AUTHORITY

Business Manager

Tribal Chairman