

POSITION DESCRIPTION

PUBLIC HSG. REVITALIZATION SPECIALIST (FM), GS-1101-13

SETID	HUD01	JOB CODE	FP0006	DATE	04/02/2005	OPM CERT #			
PAY PLAN	GS	SERIES	1101	GRADE	13	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Public Hsg. Revitalization Specialist (FM)								
SPVY LEVEL	Other	POSITION SENSITIVITY	NCrit Sens	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	0015
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER	Zakiyyah A Day								
CLASS STANDARD	GEG FOR COMPLIANCE WORK, 1 91								
DATE CLASSIFIED	04/12/2005								

MAJOR DUTIES

Public Housing Revitalization Specialist (FMgmt) OFFICE OF PUBLIC HOUSING GS-1101-13

INTRODUCTION

The Public Housing Revitalization Specialist - Facilities Management [PHRS-FM] is located in the HUB Field Office or Program Center and is the principal advisor to the Director, Office of Public Housing or subordinate supervisor as assigned. The incumbent supports the day-to-day operations of the field office(s) with technical assistance and advice and performs work assignments, which may involve the interpretation of policies and procedures related to the facilities management aspect of pm programs. The incumbent serves as a senior advisor within the field office and to the Program Centers or Management Centers on technical problems involving pm activities and projects when necessary and must be able to serve as a specialist in the area of facilities management, handling a wide variety of programs within the scope of the Office's responsibilities.

DUTIES AND RESPONSIBILITIES

1. The Public Housing Revitalization Specialist - Facilities Management assesses the performance of the PHA's in the facilities management area for both Low Rent Public Housing and Section 8 programs by reviewing building plans and specifications, contract proposals, requisitions, change orders, and implementation schedules and proposals.
2. Provides expert advice and guidance to HUB Field Office staff or Program Center staff on complex facilities management issues; serves as liaison between the Headquarters and Field Office staff on new policies and procedures; participates with Headquarters functional experts in developing specific policy and legislative changes, or new legislation.
3. Participates in teams to conduct targeted performance assessments of specific housing authorities. Using the Diagnosis, Problem Resolution, and Follow-up phases to review facilities management areas such as:
 - All technical engineering matters related to maintenance activities
 - Modernization programs (CIAP and Comp Grant)
 - Applicable Section 8 activities (Housing Quality Standards)Assists the team in developing and carrying out recommendations when the housing authority management and local leaders are unwilling to improve resident living conditions.
4. Identifies systemic problems, which crosscut functional areas related to the areas of facilities management. Serves as a member or other teams to develop appropriate solutions (which often will be extended area wide) to extremely complex issues and problems identified by either remote monitoring

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or contact with Field Office staff.

5. Participates in team efforts to conduct targeted compliance assessments of specific PHA's.

Using Diagnosis, Problem, and Follow-up phases, performs in-depth reviews of such areas as:

- 24 CFR 85-36
- Lead-Based Paint Poisoning Act
- Section 504

Takes action to either correct compliance violations by developing tailored training packages, information dissemination, etc., or recommending that potentially severe compliance issues be referred to the Inspector General.

6. Monitors compliance of all PHA's in the facilities management area e.g., proper bidding and award procedures, and compliance with wage rates and bonding requirements. Work with other engineers to identify trends, and develops strategies for dealing with these broad trends.

7. Provides technical assistance to housing authorities by responding to question, identifying technical assistance needs, and developing tailored packages to address those needs using strategies such as peer-to-peer networks.

8. Reviews and approves requisitions, change orders, contracts, utility allowances, relevant portions of the budget, and other facility management requirements.

9. Responds to questions issues raised by residents of housing authorities, applicants, and outside parties.

10. Participates in team assignments involving resolution or audit findings, Modernization application reviews, PHMAP appeals and certifications, Resident Initiatives grant application reviews, and Demo Dispo Conversion requests.

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

12. Develops and coordinates the implementation of ""Best Practices"" in the area of facilities management. Prepares analytical papers on programs assessing effectiveness and suggesting new policies and policy changes having, national impact. Identifies and assembles materials for the information clearinghouse. Develops appropriate strategies, tools, and procedures to address identified performance deficiencies and unusually complex problems. Identifies Best Practices and disseminates information. Explores non-HUD sources of technical assistance, e.g. non- profits and universities.

13. Assists in achievement of Management Plan goals as they pertain to Facilities Management. Assesses Management Review reports, provides input for management plan reports and processe5 waivers.

14. The incumbent is the policy liaison to facilities management functional specialists in HUB Field Office and Program Centers. Serves as the Headquarters representative with FO Public Housing Divisions, and with high-ranking PHA officials, Mayors, and executives or comparable private sector organizations in areas related to his her functional specialty.

15. Provides technical assistance on complex policy or operational issues. Serves as a consultant in the development of tailored packages to address those needs. Facilitates the identification of

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sources outside of BUD for the provision of technical assistance to PHAs in subject areas under facilities management. Initiates, convenes and chairs 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

Mastery of the knowledge, analytical skills and evaluative methods applicable to facilities management issues and programs carried out by the PHA's in order to enhance the efficiency effectiveness of the housing authorities.

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

A mastery of the 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 given in general terms via overall goals and objectives or as a result of findings identified during an assessment of program operations and data. Incumbent is independently responsible for planning and carrying out assignments by determining, after identifying problem areas, what additional data should be evaluated. Work is reviewed for consistent interpretation of legal precedents, equitable treatment of PHA's, and impact on HUD policy.

Factor 3. Guidelines

Guidelines include Departmental goals and objectives, and Federal, State, and local regulations and ordinances etc. The specialist uses judgment and ingenuity in adapting these policies to solve complex problems, and in developing new methods for use by other PHA's.

Factor 4. Complexity

The work involves performing complex reviews and analyzes of the PHA's 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 technical 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 nationwide.

Factor 5. Scope and Effect

The work involves developing programs and procedures necessary to analyze operations within PHAs and recommend appropriate changes in complex program operations of PHA's. 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.

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 PHA's and employees in Headquarters. Contacts are for the purpose of exchanging information or clarifying information or clarifying questions or negotiating resolutions to complex 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 certain instances, local personnel may be unwilling to accept the changes

Factor 8, Physical Demands

The work, while usually sedentary, may often require on-site visits to PHAs, including large and or potentially troubled HAs, and as a result may require protective clothing and gear, as well as observance of safety requirements. On site inspections to identify problems and recommend corrective action(s) will require travel, walking the site, and inspecting normally inaccessible areas such as roofs, boiler rooms, etc. 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

1-8	1550
2-4	450
3-5	650
4-5	325
5-4	225
6-3	60
8-1	5
9-1	5

Total 3270 = GS-13 (3155 - 3600)