

**Title:** Technical Services Representative I

**Job Type:** Non-Exempt  Exempt

**Division:** Technical Services

**Job Grade:** 5

**Reports to:** Senior Technical Services Representative

**Location:** Norristown

### **Job Purpose**

Technical Services Representative position is an office/field career design to protect the agencies vested interest in multifamily properties. The Technical Services Representative engages in quality control during construction and ensures a clean, safe and sanitary living condition exists for the duration of the funding by conducting scheduled periodic maintenance reviews once a building is occupied.

### **Essential Functions**

#### **A. Construction**

1. Travel and observe developments under construction for conformance to plans, specifications and other legal documents.
2. Participate in progress and payout meetings with owner, architect and/or GC.
3. Perform quality control review on installed material and bring any observed deficiencies to architect's attention.
4. Monitor construction progress schedule and change order log weekly and/or monthly.
5. Participate in punch list generation at turnover of uncompleted items with assigned monetary value.
6. Verify and initiate issuance of the following Agency documents:
  - a. Substantial Completion
  - b. Occupancy Certificate
  - c. Construction Completion
  - d. Final Inspection
7. Attend and participate in three warranty/guarantee reviews during first twelve month of operation. Annual inspections will occur thereafter.
8. Initiate all correspondences and forms required in the performance of above tasks.

#### **B. Maintenance**

1. Inspect occupied property as required by funding program to ensure against deferred maintenance.
2. Establish maintenance files and procedures as required by funding program.
3. Perform reserve for replacement analysis and updates as required by funding program.

4. Meet with representatives of ownership and property management agent to discuss status of building maintenance and capital improvements.
5. Review drawings, work quality, materials, and equipment required for all upgrades, capital improvements and repairs to ensure conformance with Agency requirements/standards.
6. Initiate all correspondences and forms required in the performance of above tasks.

**C. Property Damage Reporting**

1. Conduct site inspection once notified of an occurrence.
2. Obtain Property Damage Report form from site.
3. Conduct periodic inspections during the repair process to insure, work quality, materials, and equipment conform to acceptable standards.
4. Obtain Property Damage follow up report from site at conclusion of repairs.

**D. Rental assistance and Single Family inspections**

1. Perform unit inspections as required by Rental Assistances Programs to ensure clean, safe and sanitary conditions are upheld.
2. Perform single family inspections as requested by the Director of Technical Services.
3. Other duties assigned.

**Job Requirements**

**Education:** Bachelor's degree in engineering, architecture, or construction technology with five years of experience in the residential construction field and/or five to eight years of experience in the residential property maintenance industry

**Knowledge/ Skills:**

- Complete understanding of construction/maintenance procedure, drawings, specifications, and contracts.
- Working knowledge of HUD REAC UPCS 4.0 and LIHTC protocols.
- Strong verbal and written communication skills

**Travel**

- None     Light     Frequent     Other: Must be willing to travel and have own transportation.

**Working Conditions**

**Physical Demands:** Lifting/Carrying Walking Sitting Standing Other