



**COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.**

2255 Del Oro Avenue; Oroville, California 95965 (530) 538-7559 FAX (530) 533-7470

INSTRUCTIONS TO APPLICANTS FOR THE POSITION OF:

**HCD PRODUCTION MANAGER**

**SALARY**

**RANGE 95 (\$19.00 - \$24.37)**

**OPEN UNTIL SUFFICIENT APPLICATION RECEIVED**

**IMPORTANT INFORMATION, PLEASE READ CAREFULLY!**

**AGENCY APPLICATION:**

COMPLETE ALL PAGES OF THE APPLICATION. YOUR SIGNATURE IS REQUIRED. Do **NOT** USE "SEE RESUME" FOR ANY OF THE REQUESTED INFORMATION. **FAILURE TO PROVIDE ANY OF THE REQUIRED INFORMATION WILL RESULT IN THE REJECTION OF YOUR APPLICATION.** APPLICATION PACKETS MAY BE HAND-DELIVERED, FAXED OR SENT BY MAIL.

**COVER LETTER (REQUIRED)**

**RESUME (REQUIRED)**

**LETTERS OF RECOMMENDATION (REQUIRED)**

**JOB RELATED TRANSCRIPTS AND/OR CERTIFICATES ARE REQUIRED**

**DMV PRINTOUT (LESS THAN 30 DAYS OLD REQUIRED)**

PLEASE SUBMIT APPLICATION PACKET IN THE FOLLOWING ORDER:

1. COVER LETTER (REQUIRED)
2. AGENCY APPLICATION (REQUIRED)
3. RESUME (REQUIRED)
4. LETTERS OF RECOMMENDATION (REQUIRED)
5. JOB RELATED TRANSCRIPTS OR CERTIFICATES (REQUIRED)
6. DMV PRINTOUT (REQUIRED)
7. REFERENCE AND BACKGROUND CHECK PERMISSION (REQUIRED)
8. AFFIRMATIVE ACTION QUESTIONNAIRE (OPTIONAL)

PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO PROVIDE ALL COPIES OF DOCUMENTS YOU ARE SUBMITTING. **THE COMMUNITY ACTION AGENCY DOES NOT MAKE COPIES FOR APPLICANTS.** INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

## HOUSING & COMMUNITY DEVELOPMENT PRODUCTION MANAGER

### **DEFINITION**

Under general supervision, to plan, organize, coordinate, and manage the completion of building rehabilitation and weatherization construction contracts; to assign projects and supervise the work of maintenance and construction staff; to perform budget and project completion tracking for contracts; to obtain appropriate permits for projects; to make field inspections of work for proper and satisfactory completion; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is an exempt position. It is a specialized management job for the position which manages and coordinates the completion of building and housing rehabilitation construction contracts. The incumbent supervises Agency maintenance and construction staff. The incumbent has responsibility for performing a variety of complex contract administration and field inspection assignments.

### **CLASSIFICATIONS SUPERVISED**

Construction Specialist, Housing Rehabilitation Specialist, Maintenance & Construction Worker, and Maintenance Assistant.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

- Performs a variety of complex contract administration and field production oversight work;
- Provides supervision, training, and staff development for maintenance and construction staff;
- Schedules and assigns projects and monitors project completion;
- Performs budget planning, expenditure control, and work progress tracking for building rehabilitation and weatherization contracts;
- Verifies employee work time and approves time-off;
- Obtains proper permits for projects;
- Makes field inspections of projects for proper and timely completion and adherence to appropriate quality standards and code requirements;
- Develops work safety programs and conducts work safety training sessions;
- Prepares work progress and completed project billings for submission to appropriate parties;
- Assists with preparation of information and material for Board of Directors meetings;
- Provides information and answers questions for clients and potential clients;
- Gathers information and performs special projects;
- Performs a variety of fiscal support assignments;
- Conducts public information and community outreach efforts regarding availability of building rehabilitation services;
- Receives and handles concerns and complaints;
- Maintains and updates computerized records and information systems;
- Coordinates project production work with other Agency staff and units;
- Serves on joint committees;
- Assist in preparing bid packages for weatherization, rehabilitation, and new construction.

### **TYPICAL PHYSICAL REQUIREMENTS**

Frequently sits, stands and/or walks for extended periods; stoops, kneels, and crouches to pick up or move objects; climb ladders and scaffolding; crawl through various areas requiring movement on hands and knees; lift and move objects weighing up to 50 lbs. without assistance; perform sustained physical work; work around moving objects and vehicles; use a variety of hand and power tools, including saws, portable welders, acetylene torch, electric drills, pipe threaders, and joiners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; operate office equipment.

## HOUSING & COMMUNITY DEVELOPMENT PRODUCTION MANAGER - 2

### TYPICAL WORKING CONDITIONS

Work is performed inside in a variety of environments, both indoors and outdoors; exposure to varying weather conditions; some exposure to controlled and hazardous substances and chemicals; some assignments involve high noise; exposure to fumes and gasses; some contact with other staff and the public.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Agency programs, policies, and procedures.
- Procedures and functions of the Housing and Community Development Program.
- Establishment and maintenance of files and information retrieval systems, including computerized databases.
- Project planning and management.
- Contract development and administration.
- Project fiscal management and expenditure control, including fiscal record keeping.
- In-depth knowledge of one or more of the following trades areas: carpentry, electrical, plumbing or heating, painting, concrete, roofing, and air conditioning.
- Methods, materials, and practices used in planning and completing building trades projects.
- Safe use and operation of a variety of tools and equipment used in the building trades.
- Applicable provisions of building, electrical, and plumbing codes or other trades area.
- Occupational hazards and safe work practices of the building trades.
- Principles of supervision, training, and employee evaluation.

#### Ability to:

- Maintain primary responsibility for the project planning and management of building rehabilitation and weatherization projects.
- Provide supervision, training, and work evaluations for assigned staff.
- Make field inspections of construction projects, ensuring timely and proper completion in accordance with contracts, building codes, and work quality standards.
- Develop and administer contracts.
- Read and interpret blueprints, plans, construction drawings, sketches, and diagrams.
- Interpret, explain, and apply Agency/Program policies, rules, and regulations.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Use a personal computer and appropriate software for contract and project administration.
- Deal tactfully and courteously with the public, representatives of other agencies, and other Agency staff when explaining the functions and policies of the Housing and Community Development Program.
- Establish and maintain cooperative working relationships.
- Maintain and observe all safety precautions and practices.

#### Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Five years of increasingly responsible work experience performing in construction trades work, including experience in project and contract development, administration, and completion.

#### Special Requirements:

Possession of a valid and appropriate valid California Driver's License.

### **CERTIFICATION:**

I certify that I have read and understand the duties and responsibilities of my job description as outlined above.

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(Employee's Signature and Date)

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(HR Signature and Date)

Community Action Agency of Butte County, Inc. personnel are employed on an at-will basis. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Agency.

Original to Personnel File, copy to employee



# COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.

2255 Del Oro Avenue; Oroville, California 95965; Phone: (530) 538-7559; Fax: (530) 533-7470

## EMPLOYMENT APPLICATION

SO THAT YOU WILL RECEIVE FULL CONSIDERATION FOR EMPLOYMENT OPPORTUNITIES AT COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC., PLEASE BE CERTAIN TO FILL IN ALL THE SPACES ON THE AGENCY'S APPLICATION FORM. **IF ANY INFORMATION IS MISSING, YOUR APPLICATION MAY BE REJECTED.**

APPLYING FOR THE POSITION OF: \_\_\_\_\_

NAME: \_\_\_\_\_  
FIRST MIDDLE LAST

OTHER NAMES USED: \_\_\_\_\_

PHONE: ( ) MESSAGE PHONE: ( ) SOC. SEC. NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP CODE

MAILING ADDRESS: \_\_\_\_\_  
IF DIFFERENT FROM STREET ADDRESS

DRIVER'S LICENSE NO.: \_\_\_\_\_ CLASS: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

### EMPLOYMENT ELIGIBILITY VERIFICATION:

CAN YOU, AFTER EMPLOYMENT, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? YES  NO

LIST ANY RELATIVE NOW WORKING FOR THIS AGENCY (PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY): NOT APPLICABLE

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION? YES  NO

IF YOU ANSWERED **YES** TO THE ABOVE QUESTION, USE THE SPACE BELOW TO EXPLAIN. (PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EDUCATION AND TRAINING

PLEASE READ THE MINIMUM QUALIFICATIONS SECTION ON THE JOB DESCRIPTION BEFORE FILLING OUT THIS SECTION. PLEASE LIST SPECIFICS THAT QUALIFY YOU FOR THE POSITION, WHICH YOU ARE APPLYING. FAILURE TO LIST REQUIRED QUALIFICATIONS WILL ELIMINATE YOUR FROM CONSIDERATION.

TYPE OF SCHOOL	NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?	MAJOR	LIST DEGREE OR DIPLOMA
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
VOCATIONAL, TRADE OR BUSINESS					

LICENSES/CERTIFICATES (ATTACH DOCUMENTATION):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXPERIENCE AND EMPLOYMENT HISTORY:**

PROVIDE THE PAST TEN (10) YEARS OR MORE OF PREVIOUS EMPLOYMENT HISTORY (FULL-TIME, PART-TIME, PAID, UNPAID OR VOLUNTEER) PERTINENT TO THE POSITION FOR WHICH YOU ARE APPLYING. **DO NOT USE "SEE RESUME" FOR ANY OF THE REQUESTED INFORMATION ON THIS FORM.** RESUMES MAY BE ATTACHED, BUT WILL NOT BE ACCEPTED IN PLACE OF A PROPERLY COMPLETED CAABCI EMPLOYMENT APPLICATION FORM. ACCOUNT FOR ALL PERIODS (THREE (3) MONTHS OR MORE) OF UNEMPLOYMENT. PLEASE ATTACH ADDITIONAL SHEETS IF NEEDED.

FROM:	TO:	<u>JOB TITLE:</u>	<u>EMPLOYER NAME:</u>	<u>PHONE NO.:</u>
_____	_____			( )
(MM/DD/YYYY)	(MM/DD/YYYY)	<u>SUPERVISOR'S NAME/TITLE:</u>	<u>ADDRESS:</u>	
TOTAL: _____ YR. _____ MO.				
HOURS PER WEEK: _____		SALARY: \$ _____ PER _____	NO. SUPERVISED: _____	<u>REASON FOR LEAVING:</u>
IF YOU ARE CURRENTLY EMPLOYED, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>				
<u>DUTIES:</u>				
FROM:	TO:	<u>JOB TITLE:</u>	<u>EMPLOYER NAME:</u>	<u>PHONE NO.:</u>
_____	_____			( )
(MM/DD/YYYY)	(MM/DD/YYYY)	<u>SUPERVISOR'S NAME/TITLE:</u>	<u>ADDRESS:</u>	
TOTAL: _____ YR. _____ MO.				
HOURS PER WEEK: _____		SALARY: \$ _____ PER _____	NO. SUPERVISED: _____	<u>REASON FOR LEAVING:</u>
<u>DUTIES:</u>				
FROM:	TO:	<u>JOB TITLE:</u>	<u>EMPLOYER NAME:</u>	<u>PHONE NO.:</u>
_____	_____			( )
(MM/DD/YYYY)	(MM/DD/YYYY)	<u>SUPERVISOR'S NAME/TITLE:</u>	<u>ADDRESS:</u>	
TOTAL: _____ YR. _____ MO.				
HOURS PER WEEK: _____		SALARY: \$ _____ PER _____	NO. SUPERVISED: _____	<u>REASON FOR LEAVING:</u>
<u>DUTIES:</u>				

**LIST ANY FOREIGN LANGUAGE:**

**SPEAK:** \_\_\_\_\_  
\_\_\_\_\_

**WRITE:** \_\_\_\_\_  
\_\_\_\_\_

WILL YOU BE ABLE TO PERFORM THE ESSENTIAL JOB FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS?

Yes  No

**REFERENCES:** LIST BELOW THREE (3) PERSONS NOT RELATED TO YOU WHO HAVE KNOWLEDGE OF YOUR WORK PERFORMANCE WITHIN THE LAST THREE (3) YEARS. PROFESSIONAL REFERENCES ARE PREFERABLE.

NAME	ADDRESS	PHONE	OCCUPATION	YEARS KNOWN

PLEASE STATE ANY PREVIOUS EXPERIENCES THAT QUALIFY YOU FOR THE POSITION WHICH YOU ARE APPLYING. \_\_\_\_\_

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I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN CONNECTION WITH THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION IS GROUNDS FOR DISQUALIFICATION FOR FURTHER CONSIDERATION FOR EMPLOYMENT AND/OR IMMEDIATE TERMINATION OF EMPLOYMENT IF DISCOVERED AT A LATER DATE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN. I FURTHER AUTHORIZE THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL PERTINENT INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT, PERSONAL OR OTHERWISE. I RELEASE ALL PARTIES FROM LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING THE SAME TO YOU. **I UNDERSTAND THAT COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC. IS AN AT-WILL EMPLOYER.**

\_\_\_\_\_  
**APPLICANT'S SIGNATURE REQUIRED**

\_\_\_\_\_  
**DATE**



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**REFERENCE AND BACKGROUND CHECK PERMISSION  
FOR PROSPECTIVE EMPLOYEE**

I HEREBY AUTHORIZE ALL CORPORATION, COMPANIES, AGENCIES, CREDIT AGENCIES, SCHOOLS, GOVERNMENT AGENCIES, MILITARY SERVICES AND FORMER EMPLOYERS TO RELEASE INFORMATION THEY MAY HAVE ABOUT ME TO "COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC." OR ITS AGENTS AND EMPLOYEES, AND RELEASE ALL PERSON OR COMPANIES/AGENCIES FROM ANY LIABILITY OR RESPONSIBILITY FROM DOING SO.

FURTHER, I AUTHORIZE THE PROCUREMENT OF A CONSUMER REPORT AND CREDIT CHECK, AND UNDERSTAND THAT SUCH A REPORT MAY CONTAIN INFORMATION ABOUT MY BACKGROUND, CHARACTER, AND PERSONAL REPUTATION. I UNDERSTAND THAT THIS NOTICE WILL ALSO APPLY TO ANY FUTURE UPDATE REPORTS THAT MAY BE REQUESTED.

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**APPLICANT'S PRINTED NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

