



POSITION TITLE: *Rehab Program Coordinator*
SUPERVISOR: *Construction Manager*
STATUS: *Exempt*

About Us

Founded in 1974, cdcb | come dream. come build provides safe, sanitary affordable housing to the citizens of South Texas, and is one of the largest non-profit producers of single-family housing for homeownership in Texas. cdcb is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across South Texas through quality education, model financing, efficient home design, and superior construction.

Our dedicated team members work to improve the lives of low to moderate families and individuals to grow wealth and improve families educational, housing, and financial security. We offer industry competitive compensation, excellent benefits with a five-decade old firm. cdcb is an inclusive and exciting work environment. We are looking for a knowledgeable and self-motivated individual to join our team.

Summary

The Rehab Program Coordinator supports the planning and execution of property rehabilitation projects in coordination with the City of Brownsville, working under the direction of the Construction Manager. This role coordinates field assessments, scopes of work, scheduling, contractor oversight, and compliance documentation for residential or commercial renovation programs.

Duties and Responsibilities

- Uphold CDCBs construction standards
- Preliminary inspection of properties to be rehabilitated and discuss rehabilitation plans with homeowners.
- Prepare detailed scope of work specifications and cost estimates.
- Prioritize scope of work based on the areas of greatest need due to code issues and for health and safety related repairs/reconstruction, while addressing the desires of the homeowners(s).
- Review contractor estimates and makes final contractor selection based on cdcb and local jurisdiction evaluation criteria.
- Overseeing all onsite construction activities necessary for completing the rehab projects: estimating work, the bidding process, executing contracts, scheduling and

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Brownsville, Tx 78520





coordinating contractors and homeowners, reporting progress, technical construction repairs, ordering materials.

- Upholding cdcb's quality and safety standards and assuring compliance with OSHA and building codes.
- Act as General Contractor on specific projects, prepare list of construction tasks for workdays, manage subcontractors and inventory of supplies.
- Coordinate and submit building permit applications when necessary.
- Establish budgets and timeline for each project, track and ensure cost controls, quality standards and accurate completion ensuring the project meets the original scope of work and the partner families sign off that the work has been completed satisfactorily.
- Prioritize jobs in collaboration with other staff and contractors as needed.
- Ongoing inspection of buildings and structures in process of repair for compliance with approved plans and specifications and all requirements of all applicable ordinances and laws and rehabilitation standards.
- Responsible for all necessary reinspection and status reports.
- Manage site safety and compliance with cdcb risk management policies and procedures, ensure removal of illegal or unsafe conditions and secure the necessary safeguards during construction.
- Communicate schedule adjustments to cdcb staff and chart.
- Process coded invoices promptly.
- Ability to plan, organize and delegate
- Investigate and manage and/or perform all homeowner warranties and complaints.
- Help create awareness of the mission of cdcb through outreach to the community.
- Carry out additional duties as assigned.

Required Qualifications, Skills and Experience

- Bachelor's degree/credentials in an appropriate field or equivalent experience preferred. Minimum High School Diploma or GED;
- 1 – 3 Years related experience and/or training; or equivalent combination of education and experience.
- Spanish language proficiency strongly desired
- Thorough knowledge of modern practices, principles and materials used in building construction. Good knowledge of the cost of housing repairs. Good knowledge of the requirements of the local building code and zoning ordinance. Fundamental knowledge of the principles of engineering and architecture.
- Ability to establish and maintain cooperative relationships with other public officials, with building contractors, subcontractors and with the general public.
- Ability to read and interpret plans and specifications.
- Ability to be firm but courteous; honest; thorough; tact; good judgment.
- Licensing in the building trades and the ability to "pull permits" preferred.

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Supervisory Responsibilities

- N/A

Compensation and Benefits

- Salary – \$40,000 - \$45,000 Based on Experience
- Bonus – Based on production goals met
- 100% of premium for health, vision and dental benefits paid by cdcb.
- Life Insurance
- 401K retirement plan (no match required)
- 16 paid holidays
- Vacation Days - Based on Length of Service
- Personal Days - Based on Length of Service

To apply submit resume, cover letter to: cescalera@cdcb.org

cdcb IS AN EQUAL OPPORTUNITY EMPLOYER

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