



TRAVIS COUNTY  
invites applications for the position of:

# Quality Control Project Coordinator

**SALARY:** \$48,530.77 - \$60,663.62 Annually

**OPENING DATE:** 01/21/21

**CLOSING DATE:** Continuous

## **JOB SUMMARY:**

Join our team at Travis County and you will make a positive impact in the lives of people living in our community. We are seeking an experienced self-motivated, energetic leader that is compassionate towards others. We offer a competitive salary, flexibility, and amazing benefits including a defined retirement plan.

Provides daily supervision and coordination of on-site work performed by the Housing Services crews, volunteers and trade contractors. Plans, schedules, performs and assigns carpentry and weatherization work projects, inspects completed work, and maintains accurate records. Assists with preparing and monitoring annual budget. Administratively responsible for on-going or temporary construction-related contracts or programs, and/or grant funded programs. Performs all work in accordance with adopted building codes and using appropriate safety procedures.

## **DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Skilled Trades job family. This classification is distinguished by the supervisory and administrative responsibilities, the additional experience and the ability to perform skilled carpentry work. This classification may require a flexible work schedule in order to meet the needs of the department.

## **DUTIES AND RESPONSIBILITIES:**

- Coordinates, reviews and inspects the work of contractors and internal crews.
- Performs project management activities to ensure contracted services are completed in accordance with all local, state, federal rules, regulations, and statutes.
- Certifies the workmanship and completion of work of installed components, appliances and materials, to meet the Standard Work Specifications (SWS) of the federal weatherization grants performing and ensuring all required testing procedures are recorded and adhered to.
- Provides guidance and training to both internal staff and contractors as needed or directed.
- Ensures the work quality of the Home Repair program as well.
- Works closely with supervisors and manager to identify issues and make suggestions on process and quality improvements.
- Acts in the absence of the Home Repair Supervisor to oversee install crews when necessary.
- May attend promotional and other community events to distribute and provide information regarding programs.

- Assists in developing strategic short and long-term plans, develops and implements goals, objectives, policies, procedures and priorities. Coordinates with officials to achieve those goals.
- Works closely with officials, department heads, multiple outside suppliers and other County staff, to establish procedures for the monitoring of contract compliance issues.
- Represents the County in attending meetings, community meetings, seminars, conferences, professional association meetings, private organizations and participates on related committees.
- Performs other job-related duties as assigned.

## MINIMUM REQUIREMENTS:

### **Education and Experience:**

Associate's degree AND six (6) years of skilled carpentry experience, including four (4) years of increasingly responsible experience under the direction of a highly skilled carpenter performing duties equivalent to the craftsman experience in multiple trades (e.g., weatherization, carpentry, plumbing, electrical, mechanical), including a minimum of three (3) years of mid-to senior-level supervisory or management experience

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

### **Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Driver's License

Preferred:

Project Management certification

Prior Weatherization experience

Building Performance Institute (BPI) certifications such as Quality Control Inspector (QCI), Energy Auditor (EA), Building Analyst (BA), Envelope Professional (EP) or the ability to obtain these certifications within a 6 month period

Computer skills such as Microsoft Office, Outlook, SAP or similar financial, client tracking databases.

### **Knowledge, Skills, and Abilities:**

#### **Knowledge of:**

- Carpenter codes, related terminology, practices and procedures.
- Carpentry, plumbing, electrical work, energy conservation and subcontracting.
- Standard carpentry maintenance and repair methods, materials, tools and equipment.
- Residential construction and remodeling, including carpentry, heating, A/C and ductwork, basic electrical and plumbing.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable carpentry standards and procedures.
- Management and supervisory principles, practices and techniques.
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Leading and supervising others, including team building.
- Installing and maintaining of supervisory and senior carpenter work.
- Operating and using standard carpentry, plumbing, electrical work tools and equipment.
- Reading and interpreting work orders and standards
- Calculating estimates of time, labor and quantities of materials needed.
- Proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Explaining complicated problems in simple non-technical language.
- Problem-solving and decision-making.
- Both verbal and written communication.
- Dealing with difficult clientele
- Experience in energy conservation techniques preferred

**Ability to:**

- Train, supervise and motivate employees.
- Write specifications for plumbing, electrical and roofing repair work.
- Interpret policy and procedures to employees and the public.
- Plan, assign, supervise and review the work of subordinates.
- Reason and make judgments and decisions.
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Work efficiently, both independently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform in a stressful environment while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, representatives of outside agencies, and the general public.

**WORK ENVIRONMENT & OTHER INFORMATION:**

Physical requirements include the ability to lift/carry up to 50 pounds on a regular basis, occasional heavy lifting with assistance, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, client/customer contact, squatting, occasional crawling, working in cramped or confined spaces or areas for extended periods of time to perform the essential functions. Subject to contact with hazardous waste, foul odors, animal and human fecal matter, insects and rodents, toxic or potential hazardous chemical or substances, dirt, dust, fumes, smoke, loud noises, and high voltage. Requires work indoors/outdoors in all types of weather (excessive heat and cold). Requires working at heights from ladders and scaffolds.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

Work Hours: 7:00 AM to 4:00 PM; Monday through Friday

Department: Health and Human Services

Location: 5021 E Cesar Chavez, Austin

**Resume is required for this application.**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.traviscountytx.gov/human-resources/jobs>

Position #21-06129  
QUALITY CONTROL PROJECT COORDINATOR  
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OUR OFFICE IS LOCATED AT:  
700 Lavaca Street, 9th Floor  
Austin, TX 78701  
512-854-9165  
[careers@traviscountytx.gov](mailto:careers@traviscountytx.gov)

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**Quality Control Project Coordinator Supplemental Questionnaire**

- \* 1. How many years of supervisory experience do you have?
  - ☐ None
  - ☐ Less than 2 years
  - ☐ 2 to 4 years
  - ☐ 5 years or more
- \* 2. Do you have any federal weatherization experience?
  - ☐ Yes
  - ☐ No
- \* 3. Do you have any Building Performance Institute (BPI) certifications?
  - ☐ Yes
  - ☐ No
- \* 4. Do you have an Associate's Degree?
  - ☐ Yes
  - ☐ No
- \* 5. Do you have any carpentry or construction experience?
  - ☐ Yes
  - ☐ No
- \* 6. Are you related to any person who currently works for Travis County Health & Human Services?
  - ☐ Yes
  - ☐ No
- 7. If yes, please list the employee and describe the relationship. Having a familial relationship with a current HHS employee does not automatically disqualify you. This is reviewed on a case-by-case basis and in the context of the position requirements.

\* Required Question