



# EMPLOYMENT OPPORTUNITY

## DIRECTORATE OF PUBLIC WORKS (DPW)

**DPW MISSION:** Public works programs and activities maintain the Installation's infrastructure and environment. The DPW includes infrastructure maintenance and improvement, to include Installation property, buildings and facilities; energy, water and waste programs; oversight of environmental assets to ensure compliance with environmental policies, programs and legislation; management of installation housing programs and facilities; and planning for new construction and improvement to facilities and grounds.

**Job Title:** Housing Manager, GS-1173-09 (no promotion potential)

**Location:** Installation Management Command (IMCOM), Directorate of Public Works  
Fort Carson, Colorado

**Opening Date:** Immediately

**Closing Date:** 27 March 2019

**Who May Apply:** All U.S. Citizens

**Appointment type:** Permanent, full-time

**POCs:** Jerry Stafford, DPW Housing Division Chief  
Kathye Green, Civilian Resources Management Specialist

**Key Duties:** Serves as a Housing Manager for the Directorate of Public Works, Housing Division responsible for direct, on-site management, administration and implementation of projects, facilities, or complexes in support of the housing management program(s) Housing Services Office (HSO), Unaccompanied Housing (UH), Furnishings Management, Residential Communities Initiative (RCI), Privatized Army Lodging (PAL), and Army Family Housing (AFH) while utilizing enterprise Military Housing (eMH) database. May be expected to perform duties under a joint base operations requiring an understanding and knowledge of Army, Air Force, or Navy policies, programs, and procedures. For HSO, serves as a member of a team administering the off-base housing services program. Conducts activities to include housing referral and relocation support. Briefs and counsels Active Duty and retired, accompanied and unaccompanied Military as well as DoD Civilians, and/or Family Members transferring to the installation who seek assistance in locating housing within the local area. Schedules and performs various inspections of community rental property to determine adequacy, habitability and suitability as a listing for referral. Serves as a point of contact for real estate agents, landlords and/or property managers in the locale and maintains an office registry of real estate agents for distribution upon customer request. Manages the Rental Partnership Program and Utility

Deposit Waiver Program. Gathers and compiles data for a variety of reports pertinent to availability of housing, quarterly data on customer service, and Basic Allowance for Housing (BAH) surveys. Investigates and mediates rental complaints by and/or between landlords and tenants involving such issues as unpaid/overdue rent or security deposits, condition of the rental unit, damages, lack of repairs, and lease breaking, and follows through to completion. For UH, works as a member of a team administering management of barracks and dormitories. Assists the supervisor, in developing overall installation plans and procedures and development of short and long range barracks sustainment, restoration, modernization, or replacement projects. Assists with providing oversight of all UH related activities including utilization and day-to-day operations. Ensures accountability of government issued furnishings and appliances. Conducts briefings and training sessions to multiple types and levels of audiences. For Furnishings Management, determines requirements and maintains data for new or replacement furniture, appliances and equipment in accordance with established criteria or authorizations. Plans and budgets for maintenance, repair and distribution of family and bachelor housing furniture including furniture for troop billets. Uses directives, regulations, and repair contracts as guides in determining furniture requirements and to estimate changes. As directed by supervisor, schedules and conducts special surveys, investigations and reports, evaluating pertinent data for status of availability and degree of service ability for all applicable furnishings and equipment. Is responsible for maintaining current status and historical data of all furnishing action requests. Initiates furnishings procurement actions. Collects and analyzes data and presents solutions or makes recommendations to supervisor when there are changes or fluctuations in the level of the operating program. Serves as point of contact on commercial contracts pertaining to cleaning, repairing, fabrication, installation of drapery, carpeting, blinds, etc. Ensures requirements for furnishings and equipment authorized and provided in Special Command Position quarters and in General and Flag Officer quarters are in accordance with higher authority directives and policies. Advises supervisor of limitations of cost, allowances, procurement, and approval required for Department of the Army (DA) controlled items. Initiates associated paperwork for exceptions, etc., involved in providing services/supplies. Writes specifications for repairs and new furnishings as required. For Privatized Family Housing, serves as a member of a team administering on post privatization efforts for the Residential Communities Initiative (RCI) and supports Privatized Army Lodging (PAL). Monitors and assesses the property management and maintenance operations of RCI and ancillary facilities for appropriate quality and performance levels. Reviews and compiles recurring project reports to recommend procedures that increase efficiency and to ensure compliance with laws, regulations, and time standards. Advises the Housing Manager concerning adherence to the compliance of the lease transaction documents and the Community Development and Management Plan (CDMP). Researches, interprets, and analyzes legal and lease transaction documents to ensure compliance. Collaborates with stakeholders on matters affecting project finances, development, and construction. Recommends solutions to resident issues and elevates to the Housing Manager issues that cannot be resolved by the partner or property manager. Reviews, analyzes, and makes recommendations to the Housing Manager on requests for exceptions to policy forwarded by residents, tenant commanders, developer partner, and other interested parties. Maintains database of project closing documents. For AFH, performs change of occupancy pre-final, termination, and assignment inspections

of units. Signs new residents into quarters and completes associated reports and documents to finalize this process. Maintains key control in accordance with appropriate Army Regulations. Prepares assigned prospect correspondence in final form for signatory approval of Division and/or branch chief. Responds to inquiries received concerning housing management matters. Provides occupancy data for required reports prepared for the garrison commander and higher HQs. Updates databases and reports that track occupancy maintenance and repair projects. Assists in the development of overall command plans and procedures for government leased and owned housing administration, tenant relations, assignment procedures, eligibility requirements, occupancy practices, maintenance conditions, and related housing activities. Monitors procedures and instructions concerning government leased housing to obtain adequate housing in the local community.

**How To Apply:**

Interested individuals should forward a current resume that outlines work experience, education, training, and describes your knowledge of Fort Carson. Email resumes to Mr. Stafford: [jeremiah.j.stafford.civ@mail.mil](mailto:jeremiah.j.stafford.civ@mail.mil) and cc Ms. Green: [kathy.d.green.civ@mail.mil](mailto:kathy.d.green.civ@mail.mil)

**Qualification and Eligibility Requirements / Competencies:**

Housing Management Program Administration, Housing Operations, and Housing Requirements Determination and Planning.

**Specialized Experience:**

Knowledge of Federal, State, local, and Agency housing policies and procedures; developing solutions to various Soldier and family housing issues; developing housing plans and procedures; advising chain of command on all aspects of the housing program; and representing the housing office at a variety of meetings and/or briefings.

**Education:**

For this job, you may qualify for education substitution if your experience meets the qualification requirements below:  
-Master's or equivalent graduate degree or  
-2 full years of progressively higher level graduate education leading to such a degree.

**Special Notes:**

-Appointment may be subject to a suitability or fitness determination, as determined by a completed background investigation.  
-Incumbent is required to obtain and maintain a valid state driver's license and any Installation and/or DoD license required for the type of vehicle being driven.  
-Required to submit a Financial Disclosure Statement, OGE-450, (5CFR Part 2634, Subpart I USOGE, 6/08). Executive Branch Personnel Confidential Financial Disclosure Report upon entering the position and annually, in accordance with DoD Directive 5500-7-R, Joint Ethics Regulation, dated 23 March 2006.  
-Occasional travel – Business travel up to 5% may be required.