

Current Opportunities

Job Title: Construction Project Coordinator

Reports to: Director of Project Management

Supervises: None

Salary Range: \$17-22/hour, depending upon qualifications

Duties and Responsibilities:

Under the general direction of the Director of Project Manager, this position is responsible for the following administrative and field duties.

1. Perform required contract administration functions to implement NAHASDA construction and other type contracts to ensure timely and effective expenditure of HUD funds.
2. Prepare scope of work and specification documents and assist in the procurement activities for rehab and new construction bid and proposal solicitation.
3. Monitor and supervise contractor performance and enforce contract requirements.
4. Prepare weekly progress and project update reports for Director of Project Management.
5. Conduct construction inspections and prepare communication with contractors and vendors.
6. Coordinate activities for new housing projects, including site selection, and preparation activities (soil testing, percolation tests, surveys, etc.).
7. Perform warranty inspections.
8. Monitor contractor payroll reports to ensure compliance with Federal and tribal wage requirements.
9. Maintain contract filing system to ensure compliance with ONAP and Federal documentation requirements.
10. Other related duties as assigned.

Required Knowledge, Skills and Abilities:

1. Knowledge of standard construction practices involved with housing construction and rehabilitation.
2. Ability to communicate effectively, orally and in writing, with housing authority staff, contractors and vendors, tribal leadership and program participants.
3. Ability to maintain project records, prepare reports, and effective statements of work and specifications.
4. Position requires high school diploma and at least 2 years' experience in related field.
5. Computer knowledge with experience in Microsoft word and Excel.
6. Valid CA driver's license with a clean driving record.

Desired Qualifications: Knowledge of HUD procurement and contract administration requirements.

Company Benefits: Medical, Dental, Vision, 401K/Pension, Sick pay, Vacation pay

E-mail resume to amihapm@yahoo.com