

ALL MISSION INDIAN HOUSING AUTHORITY

27368 Via Industria, Suite 113, Temecula, CA 92590



Job Description

Construction Supervisor

Reports to: Director of Project Management

Supervises: None

Salary Range: \$58,240 to \$72,800

Duties and Responsibilities:

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

- Assist with Property Management of on and off reservation homes and apartments.
- Perform required contract administration functions to implement NAHASDA construction and rehabilitation contracts to ensure timely and effective expenditure of HUD funds.
- Prepare scope of work and specification documents and assist in the procurement activities for construction bid and proposal solicitation.
- Prepare construction and rehabilitation cost estimates based on scope of work.
- Monitor, direct and supervise contractor performance and enforce contract requirements.
- Conduct construction inspections and prepare communication with contractors and vendors.
- Coordinate activities for new housing projects, including site selection, site utilities planning, and site preparation activities (soils testing, surveys, etc.). Schedule and attend site meetings.
- Perform warranty inspections.
- Compile job specific detailed information to be incorporated into master RFP documents.
- Maintain contract filing system to ensure compliance with ONAP and Federal documentation requirements.
- Other related duties as assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of standard construction practices involved with housing construction and rehabilitation.
- Ability to communicate effectively, orally and in writing, with housing authority staff, contractors, vendors, tribal leadership, and program participants.
- Ability to maintain project records, prepare reports and comprehensive statements of work and specifications.
- Basic knowledge of Microsoft Office (Excel, Word, and Outlook).

Desired Qualifications:

- Combination of experience, education, or training that would provide the required knowledge and experience.
- Knowledge of NAHASDA program regulations and HUD procurement and contract administration requirements.
- Position requires a high school degree and a valid CA driver's license.

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Work authorization:

- United States (Required)

Work Location:

- Temecula, Ca

Benefits offered:

- Paid time off
- Parental leave
- Pension 401K
- Health Insurance
- Vision Insurance
- Dental Insurance
- Life Insurance

Health and Safety- COVID-19 considerations:

We are doing everything we can to keep our team and customers safe. This means individual offices or widely spaced workstations, regular cleaning, masks and hand sanitizer, and work from home options, when possible.

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

How to Apply

Submit cover letter, resume, salary requirement and three (3) references to rcabrera@amiha.org

This position is open until filled.

All Mission Indian Housing Authority (AMIHA) is an equal opportunity employer applying Native American Preference as defined in Section 7(b) of the Indian Self-Determination and Education Act.