

Construction Coordinator

AH/Non-Exempt



This position is responsible for assisting the Director of Real Estate Development to ensure that all construction projects conform to building codes, ordinances, and approved plans. This position is responsible for inspecting the progress of new construction projects and ensuring compliance with approved specifications and standards.

PRIMARY RESPONSIBILITIES

- Conducts research necessary to identify and determine acceptability of building products and construction methods (existing and new)
- Prepares physical need assessments (PNA) for repairs and/or modernization of existing developments
- Review plans and specifications and prepares cost estimates for proposed new developments and construction projects
- Reviews plan and specifications and ensures compliance with Section 504 handicap accessibility requirements
- Prepares and/or assists in preparing bid documents, conducts pre-bid preconstruction conferences, bid openings, and evaluations bids and submits contract award recommendations
- Monitors ongoing construction to ensure compliance to contract documents, and prepares weekly reports on consultant's contracts
- Reports on deficiencies recommends appropriate actions and coordinates with developers, architects, engineers, contractors and other agencies
- Conducts follow-up inspections and issues reports and findings
- Generates correspondence on assigned projects
- Reviews all third party reports and prepares daily reports and responses, as required
- Conducts interviews with contractor and subcontractor employees for Davis Bacon monitoring purposes
- Carries out contract administration of assigned projects
- Reviews and provides recommendations of change orders and contractors' submittals
- Maintains and monitors budgets of each assigned project
- Reviews and provides recommendations of contractors', architects', and developers' pay requests
- Conducts on-site meetings
- Responsible for keeping abreast of new materials and construction methods and HUD requirements
- Resolves conflicts with minimal supervision
- Prepares scope of work for proposed construction projects
- Solicits contractors to do repair work
- Performs other duties as assigned

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in architecture, construction management, engineering, technology, or related field of study
- Five years of progressively responsible experience in the construction, contracting or maintenance trades, or an equivalent combination of education and experience
- Knowledge of federal, state, and local laws/regulations pertaining to procurement, wage rates, contract administration, bid documents and related matters
- Knowledge of building and housing codes
- Ability to read blueprints, plans and specifications and to write technical material clearly and concisely
- Possession of a valid Texas driver's license and eligible for coverage under HCHA's auto insurance policy
- Bondable

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

- The employee's job is largely sedentary, but requires mobility to visit construction sites and perform inspections. Employees must be able to climb ladders, stoop, kneel, stand for long periods and walk to/from construction sites.
- The employee will experience some repetitive motion of the hand/wrist when using a computer.
- The employee must have a normal range of vision, hearing, and speech to complete paperwork, review documentation, and communicate with authority personnel and contacts on the telephone or in person on a regular basis.
- Work involves the normal risks or discomforts associated with an office environment, and those associated with the on-site inspection of buildings, construction sites, etc. The employee may be exposed to hazardous conditions and weather extremes.

Harris County Housing Authority is an Equal Opportunity Employer. If you are a person with a disability requiring assistance applying for this position, please contact hr@hchatexas.org.