

**THE HOUSING AUTHORITY OF THE
CITY OF CORPUS CHRISTI**

JOB DESCRIPTION

POSITION TITLE: Project Coordinator – Construction W-H Class: Exempt
Hrs/Wk: 40
REPORTS TO: Sr. VP Construction Salary Grade: 18
DIVISION: CFP/Construction

JOB SUMMARY:

Under the direction of the Sr. VP of Construction, performs specialized work involving the daily operations of the construction department. The Project Manager will follow environmental compliance rules and regulations, while monitoring costs, and maintaining vendor relations.

JOB DUTIES AND RESPONSIBILITIES:

1. Manage assigned projects from budget conception to final completion and acceptance
2. Review construction plans, drawings and contract specifications to ensure quality control
3. Review requests for progress payments and coordinate with contractors on any adjustments
4. Meet with contractors on a regular basis to review project status and take any necessary corrective actions
5. Review Requests for Information (RFIs), submittals and change orders for approval recommendation
6. Develops specifications for assigned projects
7. Prepares status reports for all assigned projects
8. Maintain documentation on contractor progress and performance
9. Performs other duties assigned by Supervisor

JOB REQUIREMENTS and PREFERENCES:

1. Required Education: High School diploma or equivalent
2. Required Experience: Minimum five (5) years' experience as a Project Manager or Superintendent on construction projects or other similar projects.
3. Required: Must have a valid Driver License (Texas within 2 months), and satisfactory driving record. (Hardship license is not acceptable).
4. Required: Ability to work hours other than 8-5 in variable weather conditions as required.
5. Preferred: Knowledge of local codes and construction methods, construction material identification and use

KNOWLEDGE, SKILLS and ABILITIES:

1. Good working technical knowledge of standards and procedures regarding construction methods, product and material specifications and industry installation standards.
2. Report writing, technical writing, auto drafting skills, estimating skills.
3. Ability to resolve issues using problem solving skills.
4. Good working knowledge of safety hazards and precautions pertinent to the work.
5. Knowledge of various building, plumbing, mechanical and electrical codes.
6. Knowledge of the regulations governing housing quality standards.
7. Ability to recognize and recommend to the Sr. VP of CFP/Construction quality of construction work.
8. Ability to perform construction measurement calculations.
9. Ability to work independently or in team environment to produce quality work under pressure to meet specific deadlines.
10. Ability to develop specifications for minor repairs and renovations.
11. Ability to communicate effectively both orally and in writing to convey a variety of ideas and concepts.
12. Ability to meet and deal effectively with owners, managers, and tenants in various situations.
13. Ability to keep accurate records; inspect work-in-progress and work completed.
14. Ability to maintain positive working relationships and demonstrate good judgment and integrity with staff, residents, and the public.
15. Ability to successfully complete related training or classes as assigned by the Housing Authority.
16. Complies with company policies and procedures and local, state, and government regulations, and maintains a dependable attendance record.

Physical Demands: This position works indoors and outdoors and has exposure to extremes of weather and temperatures. Normal physical activity can be strenuous, inspections may require extensive standing, walking, sitting, climbing, bending, kneeling balancing, pulling, pushing, crouching/stooping, crawling, twisting, reaching below, at and/or above shoulder height. Right and left hand coordination, lifting, moving, and/or carrying up to and over 30 pounds.

NOTE: The above statements are not a complete list of all responsibilities, duties and skills held or performed by employees in this position.

I have read the job description for the position of Project Coordinator - Construction and understand what the job requires.

Project Coordinator - Construction

Date

Sr. VP of Construction

Date