

**Webb County Community Action Agency  
Self-Help Center  
Job Description  
Construction Coordinator**

**Description:**

Responsible for Self-Help Center construction projects from start to finish. Conforms with all HUD Section 8 Regulations. Responsible for bidding process and pre-bid conferences for all SHC construction projects. Responsible for plans and specifications for each construction project including cost estimates.

**Supervision:**

Directly supervised by the Self-Help Director or his designee.

**Typical Physical Demands:**

Requires prolong sitting, stooping, bending, and filing on a regular basis. May require moving up to 25 pounds. Requires the use of office equipment, such as computers, telephone, calculators and copier.

**Essential Functions:**

1. Monitors construction projects to ensure that procedures, materials and equipment comply with approved project plans, specifications and samples, owner standards and quality.
2. Provide documentation of construction progress to include shop drawings, manpower, schedules, delays, changes, payments and other events affecting the project.
3. Maintain liaison between Self-Help Center Director, contractors and architects during construction to resolve field problems and to maintain project schedule and budget; attend pre-bid conferences on all projects.
4. Interpret blue prints and specifications for contractors to ensure compliance with construction plans and obtain additional information from the project architect when necessary; recommend changes to documents for the ease of construction.
5. Maintain liaison with contractors, architects and homeowners to discuss modifications and adequate solutions to project problems; monitor and document change orders from initiation to completion of construction and payment.
6. Review and recommend approval of payment to contractors for quantities of materials received or used and for work completed during specific periods.

7. Prepare and submit eligible housing assistance applications for review by Webb County Housing Rehabilitation Scoring Committee. Including scheduling scoring committee meeting, posting meeting as required, informing committee members of time, date and location of meeting and providing all members with necessary backup documentation for each home under review by scoring committee.
8. Coordinate and assist with final inspections; monitor the completion of the punch list.
9. Review projects and end of warranty period for non-compliance items.

**Secondary Functions:**

1. Assists Self-Help Center Director in other related duties as assigned.

**Minimal Qualifications Required:**

1. Considerable knowledge of construction and architectural procedures and plans normally acquired through a college degree in architecture or engineering or four years of progressive study toward a degree in a related field; degree preferred but not required.
2. At least three years experience in the construction, construction management, or construction administration in order to interpret contract documents, specifications and blueprints as well as recommend changes, resolve field problems and ensure compliance with necessary documents and HUD Section 8 Standards; or equivalent combination of education and / or experience.
3. Must possess a Valid Texas Driver's License.

**Knowledge, Skills and Abilities:**

1. Ability to prepare comprehensive, accurate reports.
2. Ability to estimate construction labor and materials costs.
3. Ability to effectively communicate verbally and in writing in English and Spanish.
4. Must have working knowledge of computer systems.
5. Ability to prioritize and handle multiple projects.
6. Ability to meet deadlines.
7. Ability to work nights and weekends when necessary.