



Construction Coordinator
Community Action Agency

CAA/2
Pay Grade: 16

JOB SUMMARY

This position is responsible for the management and oversight of residential construction projects.

MAJOR DUTIES

- Develops and presents applications to the local scoring committee.
- Prepares and provides cost estimates.
- Develops plans and specifications; coordinates with engineers and architects.
- Develops rehabilitation, new construction, and reconstruction bid packages.
- Coordinates the advertisement and contractor selection process with county purchasing personnel.
- Performs preliminary, progress and final inspections.
- Develops and prepares contractor progress payments.
- Negotiates construction materials costs with vendors; prepares purchase requisitions.
- Provides tool safety and construction method training to colonia residents.
- Ensures compliance with housing and construction codes.
- Assists with daily office operations; answers telephone; makes copies; maintains files.
- Prepares a variety of regular and special reports.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of residential construction principles and practices.
- Knowledge of county purchasing policies and procedures.
- Knowledge of project cost estimation principles.

- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the development of plans and specifications.
- Skill in the preparation of contract documents.
- Skill in the inspection of construction projects.
- Skill in problem solving.
- Skill in the development of reports.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Texas Department of Colonia Housing Affairs guidelines, IRCC building codes, colonia housing standards, Section 8 housing standards, Texas Realty Commission requirements, Texas Department of Agriculture requirements, and county and agency policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied construction coordination duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to coordinate residential construction projects. Successful performance contributes to an improved quality of life for colonia residents.

CONTACTS

- Contacts are typically with coworkers, vendors, contractors, architects, engineers, colonia residents, representatives of state agencies, and the general public.

- Contacts are typically to exchange information, resolve problems, provide services, and justify, defend and negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, uses or tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, stockroom, warehouse or outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position may have functional supervision over contract employees.

MINIMUM QUALIFICATIONS

- Must have one to two years experience.
- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date