



JOB DESCRIPTION

Job Title:	Capital Projects Coordinator
Department:	Operations
Reports to:	Director of Operations

SUMMARY

The Capital Projects Coordinator serves as contract grant manager for all Architect, Engineering and construction contracts and performs all administrative and managerial functions associated with capital project activities at the PHA.

Oversees planning, bid preparation, contract award, contractor performance and warranty for property owned by the Pawtucket Housing Authority. All contracts must be managed in accordance with HUD requirements and Authority policy and procedures.

SUPERVISION

The Capital Projects Coordinator reports to the Director of Operations.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES

- Monitors Capital Fund implementation schedules and identifies work item priorities.
- Participates in the 5-year planning and annual planning cycles.
- Monitors modernization grant budgets.
- Packages specific work items for contracts and coordinates other related projects.
- Reviews A/E designs and bid documents.
- Prepares award letters and other correspondence.
- Organizes bid openings.
- Monitors project schedules and attends all job meetings for assigned projects.
- Visits job sites to review work in progress and to collect information required for work force and wage compliance reporting.
- Provides photographic documentation of project for contract file.
- Prepares all required reports, fund payment requisitions and budget
- Monitors job compliance with contract documents.
- Regulatory reporting for local, state, federal and other agencies as may be required
- Completes compliance reporting as required with supporting documentation.
- Evaluates contractor services and documents to file including project issues.
- Organizes all information on modernized systems such as warranty and preventive maintenance needs.
- Coordinates with Director of Operations on changes to current preventive maintenance programs.
- Performs all project close-out duties in conjunction with A/E, Contractor, and Finance.

SECONDARY JOB DUTIES

- Coordinates with Director of Operations on work order analysis to identify priority modernization needs and budget estimates.
- Coordinates with Facilities Manager on extraordinary maintenance issues.
- Attends training on special issues such as hazardous materials' abatement, new rehabilitation technology, new program regulations, procurement, labor standards and HUD training sessions.
- Performs other reasonably related duties and special projects as assigned by immediate supervisor and other management as required.

KNOWLEDGE, SKILLS, ABILITIES, LICENSES AND CERTIFICATIONS

- Must obtain OSHA 10-hour construction card.
- Must obtain working knowledge of EPA and RI Lead Paint Regulations.
- Experience in government compliance reporting.
- Above-average written and oral communication skills and mathematics.
- Understanding of Federal, State and PHA Procurement Practices.
- Proficiency with MS Word, Excel, MS Office, and other programs as required.
- Valid driver's license.

COMMUNICATION

- Ability to compose original correspondence, follow rules and regulations and have increased contact with people.
- Ability to log in data and draft summaries and correspondence.
- Ability to complete reports with proper format, punctuation, spelling, and grammar.
- Ability to explain complex procedures to others; to follow and give verbal and written work orders.
- Ability to answer inquiries from residents/public and related staff.
- Ability to converse with officials, service providers, disgruntled residents, and the general public.

EXPERIENCE IN RELATED FIELD

- Five years of experience in administrative, planning, design, or contracting activity related to multifamily housing preferably in a HUD / Public Housing environment or related field.

APTITUDE REQUIREMENT

Analytical

- Ability to solve practical problems and to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Communication

- Ability to compose original correspondence, follow rules and regulations and have increased contact with people.
- Ability to log in data and draft summaries and correspondence.

- Ability to complete reports with proper format, punctuation, spelling, and grammar.
- Ability to explain complex procedures to others; to follow and give verbal and written work orders.
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Mathematical

- Ability to use system of real numbers, fractions, percentages, and ratio.
- Ability to calculate variables, formulas, and proportion variables.

Administrative Detail

- Ability to complete forms; record and locate data accurately and reconcile data from different sources.
- Ability to pay close attention to detail and accurately distinguish data.
- Ability to innovate.
- Ability to work alone and accomplish directed tasks.

POSITION REQUIREMENTS AND QUALIFICATIONS

Education Level

- Four-year college degree from an accredited college or university with a major in business, public administration, or a related field.

Experience in Related Field

- Five years of experience in administrative and planning, preferably in a multifamily housing or Public Housing environment.

EMPLOYEE ACCOUNTABILITY

- Present a professional image as a representative of the PHA.
- Maintain a high degree of confidentiality relative to work performed.
- Establish and maintain effective professional working relationships with co-workers, management, partner agencies and the community.

ETHICAL STANDARDS AND COMPLIANCE WITH PHA POLICIES

- Fulfill all duties and responsibilities with a high level of integrity, honesty and adherence to agency policies and rules.

WORKING ENVIRONMENT

Environmental Parameters

- Ability to work in an office environment.
- Ability to work in public housing buildings in all weather conditions(hot, cold, humid, dry, and wet).
- Ability to work in an environment with conditions which may include fumes, odors, gases,chemicals, and dust as well as decibels in the range of 30-65.
- Ability to work in adverse conditions, such as: sleet, snow, dust, and dirt,as well as cramped quarters, and high places.

PHYSICAL DEMANDS

- Type: sedentary work ability to perform managerial duties.
- Ability to lift, carry, push, pull or otherwise move an object.
- Work involves walking, standing, and driving for brief periods of time.
- Ability to climb, bend, stoop, crawl to perform ongoing construction inspections.

This position will be evaluated on efficient performance of contract oversight which includes conformance with project schedules, timely obligation of funds, quality of final product, and clean and effective project close-out.

To apply for this job please send your cover letter and resume to lscorpio@pawthousing.org