



“Committed to Safe and Affordable Housing”

Job Title: Housing Construction Coordinator
Classification: Non-Exempt
Category: Administrative Services
Salary Range: \$30.45 - \$43.05 Hourly

Purpose

The Housing Construction Coordinator supports the strategic and operational objectives of the Yakima Housing Authority by fulfilling the technical aspects involved in the construction and preservation of affordable housing that is high quality, sustainable and addresses the needs of YHA’s residents. This position will work closely with the Housing Developer and Maintenance Supervisor to ensure that YHA’s mission and project goals are met during the construction process. The person in this position is expected to foster open and transparent communication and collaborate with others at all levels of the organization and with external project stakeholders, including the general contractor, architect, consultants, and others in the consideration of the goals of each project.

Typical Work and Responsibilities

Project Quality Control and Construction Oversight

- Support the Mission of the Yakima Housing Authority and accomplishment of the goals set by the Housing Authority.
- Assist in preparation of RFP’s/RFQ’s and Bids in accordance with the Housing Authority’s procurement policies, attend required pre-bid site walks and participate on selection committee.
- Oversee quality assurance on assigned construction projects and monitor contractor’s compliance with drawings and specifications.
- Coordinate directly with Maintenance Department on determining renovation scopes and participate in all scope walk-throughs with contractors.
- Coordinate notices to tenants with Housing Department and Maintenance staff for construction related activities.
- Oversee and manage scope changes; including value engineering and add alternates during construction. Coordinate closely with Housing Developer to determine budget impacts.
- Actively participate in problem solving to address any and all issues that arise during construction.
- Review all construction submittals and provide timely feedback.
- Maintain and Update YHA’s standard specifications.
- Monitor and report on construction progress to Housing Development team.
- Review meeting minutes and site walk notes from architect for accuracy.
- Inspect units for final construction completion sign off.
- Assist architect and Housing Developer with pay application review.



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- Coordinate with relocation staff for relocation activities as needed during rehabilitation and preservation projects.
- Work as an integral part of the project team to meet the goals and objectives of YHA and the individual projects.
- Maintain and promote clear and transparent communication within Project team.
- Protects the privacy of all client related information; keeps a strict confidentiality of YHA business both while at work and during off duty hours.
- Performs other related duties as required.

Knowledge and Abilities

Knowledge of building construction; knowledge of building codes and regulations; Ability to utilize independent judgment, establish priorities and make effective decisions in a timely manner; excellent verbal and written communication skills; highly flexible; well organized and detail-oriented; excellent computer skills including Microsoft Office applications; ability to work well both independently and within a team; ability to prioritize multiple tasks and follow-through with minimal supervision; exceptionally high integrity.

Legal Requirements

Valid driver's license with no more than three moving violations within the last three years and pass a pre-employment drug screening test.

Desirable Qualifications

A minimum of 5 years' hands-on work experience in the construction industry. Commitment to YHA's goal of providing affordable housing to low-income individuals and families in the Yakima Valley is required.

General Standards of Performance

This individual displays a positive attitude and maintains a cooperative working relationship with others including subordinates, other managers, employees, the Executive Director, Development Team and other third-party entities. This employee performs all duties and responsibilities in a timely and efficient manner according to established schedules, procedures and policies. This individual must demonstrate good judgment and suitably report problems to the Development Manager and/or Executive Director.

Employee Signature

Date