



February 2024  
FLSA: Exempt

## **BUILDING AND FACILITIES CONSTRUCTION COORDINATOR**

### **DEFINITION**

Under general direction, leads, oversees, coordinates, and participates in building and facilities construction, rehabilitation, and maintenance activities and operations of Authority-owned properties; assists in the planning and oversight of Housing Authority renovation and rehabilitation activities and development projects of considerable scope; coordinates assigned activities with other departments, outside agencies, residents, and contractors; provides team leadership to assigned Authority staff and third-party contractors; performs a variety of highly responsible and complex technical tasks involving significant accountability and decision-making related to areas of responsibility; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

### **CLASS CHARACTERISTICS**

This is a specialized technical classification performing coordination and oversight of a wide variety of routine to complex rehabilitation, development, and maintenance projects of considerable scope. Incumbents serve to relieve the supervisor or management personnel of performing technical detail work and are expected to function with very little direct oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and Authority activities, and extensive contact with contractors, Authority staff and management, residents, and the general public. This class is distinguished from other maintenance classes by the nature, scope, complexity, and diversity of responsibilities involved in buildings and facilities construction and rehabilitation function(s). This class is distinguished from the Property and Development Supervisor in that the latter has full supervisory responsibility over the wide range of functions, operations, and staff of the Property and Development Department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Monitors, schedules, and performs new construction, maintenance and renovation work on Housing Authority projects; coordinates the general operations of building maintenance and construction projects including planning, designing, and overseeing vacancy turn overs, maintenance, repair, improvement, and capital projects.
- Assigns work activities and projects to contractors and staff; monitors workflow; evaluates work product for proper work methods and compliance with project specifications and applicable standards, regulations, and codes; meets with staff and management to identify and resolve problems; documents employee performance and provides input regarding performance evaluations for management.
- Determines and recommends equipment, materials, and staffing needs for assigned projects; assesses

buildings to determine whether improvements for structures, such as roofs, windows, siding, countertops, cabinets, flooring, plumbing, and electrical components need to be renovated; prepares cost estimates, procures materials and supplies for assigned projects, and prepares and secures relevant building permits.

- Participates in the development and administration of various project budgets; prepares cost analysis and estimates for projects; oversees physical inventory, and evaluates and procures parts, supplies, and equipment, as necessary.
- Recommends and participates in the development and implementation of the goals, objectives, policies, procedures, and priorities for the Property, Development, and Administration Department.
- Reviews and tracks work orders to monitor progress and status; reviews and analyzes work order data to identify trends in maintenance needs and equipment issues; maintains accurate logs and prepares relevant reports.
- Assists in the preparation and review of bid documents, requests for proposals, project specifications, and contracts for rehabilitation projects; conducts pre-bid, post-bid, and pre-construction meetings with contractors; responds to questions and comments; evaluates cost effectiveness; coordinates job walks with potential vendors; participates in selecting contractors and negotiating contracts; checks licenses and references for selected vendors.
- Operates a variety of building maintenance and construction hand and power tools and equipment; performs manual labor as necessary; utilizes proper safety precautions and adheres to safe work practices and procedures.
- Responds to public inquiries in a courteous manner and provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Guides building construction and rehabilitation consultants and contractors on nature and extent of construction work appropriate for projects.
- Participate in meetings with contractors, subcontractors and architects to coordinate the construction process; review plans, specifications and designs and recommend actions; monitor schedule, monitor technical and safety requirements, inspect work and review change order requests.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of providing functional direction and training.
- Skilled trades work and the materials, methods, and techniques used in the rehabilitation, repair, and construction of residential facilities.
- Operations, services, and activities of a facilities maintenance program.
- Proper and safe use of tools and equipment, mechanical principles, occupational hazards, and safety standards and methods of building maintenance and construction.
- Basic principles and practices of project management, including scheduling, work planning and organization, budgeting, purchasing, and contractor management.
- Basic principles of architecture and engineering including interpretation of architectural plans, building and safety codes.
- Applicable federal, state, and local laws, rules, and procedures relevant to assigned areas of responsibility including building codes and accessibility requirements.
- Records management principles and practices.
- Principles of public agency procurement rules, practices, and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Plan, organize, and coordinate the work of contractors and maintenance staff.
- Provide effective team leadership and training to others.
- Assign and monitor work and oversee maintenance and construction projects.
- Administer contracts for professional services in a public agency setting.
- Evaluate cost proposals based on market value.
- Communicate with vendors and contractors in a professional manner.
- Review a variety of plans and procedures.
- Evaluate and select appropriate supplies, materials, and equipment for each project.
- Operate a variety of construction and maintenance tools and equipment such as sewer line recording and tracking.
- Independently perform the most difficult maintenance and repair work in assigned area without supervision.
- Maintain accurate logs, reports, and written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Authority in meetings with individuals, governmental agencies, community groups, and various business, professional, and regulatory organizations.
- Understand the organization and operation of the Authority and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a high school diploma, supplemented by college level coursework or vocational training in architecture, engineering, construction management, business administration, public administration or closely related field and five (5) years of increasingly responsible experience in coordinating and administering construction projects including two (2) years of lead or supervisory experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate, valid California driver's license upon appointment and DMV driver record that meets the Housing Authority's insurability requirements.
- A general contractor's license is a plus.

### **PHYSICAL DEMANDS**

When assigned to an office environment:

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

When assigned to a field environment:

- Must possess mobility to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, bend, stoop, squat, crouch, and grasp; to climb and descend ladders, to operate varied hand and power tools and construction equipment; strength, stamina, and mobility to perform light to medium physical work, to work in confining spaces and around machines; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 60 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

Incumbents in this class are required to work on-call as needed, to ensure efficient operation of the Housing Authority's facilities and maintenance and for emergency response.