

Colville Indian Housing Authority

Position Description

Position: Special Projects Coordinator	Position Number:
Department/Site: Capital Improvements / Nespelem	FLSA: non-exempt
Reports to/Evaluated by: Projects Manager	Salary Grade: 121

Summary

Plans, implements, and directs the construction and inspection projects for the Elder Rehab and Home Repair Grant. Oversees and coordinates modernization, rehabilitation projects, non-routine maintenance, and insurance work.

Distinguishing Career Features

The Special Projects Coordinator is a specialized position leading and providing services that contribute to Capital construction and modernization and improving private residences. The incumbent develops and implements plans to meet CIHA's mission and standards of rehabilitation and renovation. The incumbent works extensively with contractors and vendors for initiating and managing multiple projects.

Essential Duties and Responsibilities

- Inspects CIHA and private residences to evaluate the need for emergency work, disability access, egress, life health and safety issues, and rehabilitation. Develops scopes of work from inspection documentation for use by contractors and CIHA employees.
- Calculates labor, equipment and materials to determine estimate for needed work.
- Creates and implements program plans, evaluates progress, and adjusts plans and activities as necessary.
- Prepares internal work orders for CIHA force account and maintenance workers including, as necessary: requisitions for materials, general direction, and follow up inspections to ensure the proper completion of work.
- Inspects work of staff and contractors in progress to ensure that workmanship conforms to set standards, work is in compliance with scope of work, and that work schedules are adhered to.
- Conducts visual inspections for Lead Based Paint compliance.
- Conducts testing as required for: mold, moisture, humidity, air flow, asbestos containing materials, radon, etc. Completes reports on each issue outlining testing method, conclusions, and recommendation for further action.
- Submits monthly report to supervisor.
- Assist in administration of contracts (general construction contracts, supply contracts, etc.) to include: preparation of bid advertisements and RFP's in accordance with the CIHA Procurement Policy, preparation of Notices to Proceed, preparation of contracts and change orders for review, monitoring for progress in accordance with construction schedule of completion, review contract registers for each contract, and review of requests for payments.
- Ensure assessments of repair/renovation requirements of all CIHA housing units are conducted.

- Coordinates with Tribal and Federal departments, as appropriate, for all required permits and employment issues.
- Ensures compliance with CIHA internal controls and other policies governing administrative and procurement matters.
- Assists with the preparation of Environmental Review documentation for projects through onsite inspections, online research and collaboration with Tribal and Federal departments.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires specialized knowledge of modern construction best-practices and techniques, laws, codes, permitting, and inspection practices governing construction, and renovation. Requires specialized knowledge of construction materials, tools, and systems. Requires working knowledge of safety regulations and working conditions. Requires working knowledge of construction cost accounting and analysis. Requires well-developed skills with computer systems and applications used in business and special subject matter knowledge of computer-aided design and building information modeling applications. Requires well-developed English language skills to prepare professional correspondence, technical specifications, and reports. Requires well-developed math skills to perform and/or understand load-bearing computations, construction costs, and statistics. Requires well-developed human relation skills to prepare and deliver presentations, negotiate and work collaboratively with staff at all levels and outside professionals, vendors, contractors and inspectors.

▪ Abilities

Requires the ability to perform all the responsibilities of the position. Requires the ability to plan, organize, coordinate, and review progress and compliance. Requires the ability to prepare, administer and monitor project budgets and anticipate future budgetary needs. Requires the ability to interpret and apply complex rules, regulations, laws and ordinances. Requires the ability to prepare, review, approve and interpret engineering plans and specifications. Requires the ability to read design and construction-related drawings. Requires the ability to conduct mathematical computations using physics, algebra, geometry and statistical analysis. Requires the ability to organize and sequence work associated with development and construction projects, converting them into project action plans. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the CIHA.

▪ Physical Abilities

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard to operate microcomputer and other standardized office equipment requiring some repetitive motions.

- **Education and Experience**

Five years' experience as a Supervisor in the Construction field and five years of responsible work experience in contract administration and construction/modernization programs OR Construction degree and/or Certified Inspector certification may substitute up to three years of work experience.

- **Licenses and Certificates**

Require a valid driver's license. Must attend Asbestos Building Inspector course and pass certificate of completion for AHERA Building Inspector within first 6 months of employment.

- **Working Conditions**

Work is performed mainly indoors where minimal safety considerations exist. On occasion work is performed outdoors in extreme weather conditions where significant considerations exist from full-body physical labor.

This position is subject to background check and pre-employment drug screen.

CLOSING DATE: Open until filled – 2nd review October 2nd, 2023.
Applications must be received by 1:00 PM

INFORMATION: Attention: Tauni Marchand, P.O. Box 528, Nespelem WA
99155 tauni.marchand@colvilletribes.com

To apply for position, please visit: www.colvilleiha.org

Indian Preference will apply; preference will also be given to honorably discharged veterans who are minimally qualified.