

JOB DESCRIPTION



Job Title:	Construction Coordinator	Reports to:	Project Manager
Status:	Full Time, Regular	FLSA:	Non-Exempt
Department:	Construction (CIP)	Location:	IRHA Administrative Office
Schedule:	Monday through Friday	Hours:	8 AM to 4:30 PM
EEO-1:	Administrative Support Workers	SOC Code:	43-9199.00
Approved By:		Date:	

Job Summary: Assist the Project Manager, Operations Officer and construction staff in coordinating, planning and tracking construction and rehabilitation projects for IRHA. Provide administrative support and clerical assistance to all areas in the construction department.

Essential Functions:

- Be the point of contact for the construction department. Answer phones, field calls to appropriate personnel, and relay messages as needed.
- Provide and assist construction staff with administrative support and clerical support.
- Communicate, distribute and implement new standardized forms/systems and update field procedures to improve project operations for compliance with regulations.
- Assist with the planning and tracking of construction site activities via reporting and scheduling software. Provide regular schedule updates to Operations Officer, Project Manager and Foreman on the progress of all capital improvement projects (CIP) activities.
- Organize and maintain project lists and files for accurate and timely development of projects.
- Assist with providing documentation for contracts and grants for projects as needed.
- Provide correspondence to clients, Tribal Organizations, and IRHA departments in regards to projects, budgets, scopes, status, and schedules.
- Interact with the Project Manager, Foreman, Sub-Contractors, Tribal Councils regarding customer inquiries and complaints. Ensure inquiries and complaints are resolved through appropriate staff.
- Coordinates, schedule and prepare travel for construction employees.
- Assist in the preparation, reviewing and monitoring of constructions budgets, bring variances to the Project Manager's attention, and initiate action to correct cost and/or completion overruns.
- Receive, review, and complete data entry of all project budgets and related paperwork.
- Provide assistance and follow through on completion of work orders, invoices, and purchase orders to ensure compliance prior to submitting to the Finance Department for payment.
- Help troubleshoot CSI coding problems, working directly with the Foreman and Finance Department to resolve problems for billing and timekeeping purposes.
- Prepare and distribute various construction reports/forms, including, but not limited to, Foreman binders, timesheets, labor coding task lines, travel orders, materials request, check requests, etc.
- Track and review construction budgets to avoid overruns. Work with construction personnel ensure accuracy prior to submitting budgets/assessments to management for approval.
- Assist and coordinate the facilitating of construction project activities and ensure proper paperwork is submitted, such as drug testing requirements, hiring paperwork, complaints, timesheet preparation, reporting procedures, etc. with the Human Resources Department.
- Work in coordination with Foreman to ensure timesheets are submitted in a timely manner to the Payroll Department. Verify and ensure CSI coding is done correctly prior to submission. Provide training of CSI coding to new construction personnel as needed.
- Coordinate and schedule staff needs for licenses, permits, and certificates.
- Organize, catalogue and/or file all construction related paperwork, including but not limited to technical specifications, drawings, materials list, purchase orders, contracts, timesheets, etc. Ensure that files are complete.
- Attend meetings, conferences, trainings, and events as designated by the Project Manager or Operations Officer.
- Records and distributes meeting notes of construction department meetings, prepares written summaries of data when needed.

- Provide written construction summary reports to Project Manager for updates and presentations as needed.
- Maintain office supplies and submit orders of supplies as needed.
- Maintain construction personnel leave calendar and staffing updates.
- Coordinate and assist in setting up staff trainings and annual trainings.
- Assist with training for the Administrative Assistant.
- Coordinate with Planning and Housing Departments on project activities including new projects/proposals, status, scheduling, budgets, etc.
- Perform other duties, as assigned.

Knowledge, Skills and Abilities:

- Excellent interpersonal and customer service skills.
- Ability to work indecently with sound judgment and decision-making skills.
- Ability to work collaboratively as a team member with staff.
- Flexible and adaptable in various situations and when interacting with many different personalities.
- Ability to organize and prioritize tasking including delegation of task when appropriate.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software necessary to create and maintain reports and logs.
- Basic undemanding of how to operate standard business equipment
- Self-motivated and able to grasp new concepts quickly.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to take initiative to identify and propose new tasks and procedures.
- Ability to perform detailed work with a high degree of accuracy on multiple, concurrent tasks with frequent interruptions.
- Ability to coordinate planning and resources for rural construction project activities.
- Basic understanding of bookkeeping/accounting principles and practices.
- Ability to gain understanding of HUD regulations.
- Ability to learn, interpret and apply construction regulations and procedures.
- Ability to travel.

Supervisory Responsibilities:

None – Unless otherwise assigned.

Qualifications:

- Three years’ experience working in and administrative and clerical capacity.
- Equivalent qualifications may be substituted upon review

Preferred:

- Associate degree in business administration or construction management or similar field.
- Three years’ experience with construction or housing projects.
- Experience using budgeting software.

WORKING ENVIRONMENT: The majority of the work is performed in a professional office setting with a wide variety of people in differing functions, personalities and abilities. Regularly required to go to other work areas on and off grounds.

PHYSICAL DEMANDS: An individual will be required to work the majority of hours in a general office environment, and will need to be able to quickly respond to a change in work demands. Occasional light lifting (1-25 lbs.) is required. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMODATION: It is IRHA’s business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.