



## City of Irving Job Description

### Construction Services Coordinator

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<b>FLSA Status:</b>	Non-exempt	<b>Job Department:</b>	Planning & Community Development (Community Development Division)
<b>Job Code:</b>	23272	<b>Reports To (Job Title):</b>	Housing Supervisor

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#### PURPOSE

To coordinate and oversee the completion of housing rehabilitation projects or new housing construction projects for the City of Irving. To provide quality control and compliance monitoring of grant-funded construction related activities.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Complete detailed property assessments and work plan for grant funded home restoration projects and housing construction, including site visits and dialogue with owners; conduct walk through events for project bidding process.
- Supervise General Contractors, sub-contractors, builders, and/or developers (including CHDOs) via telephone and site visits; assist them in following city processes; ensure project milestones are met.
- Resolve conflicts between contractors and homeowners.
- Ensure compliance with rehab policies and lead regulations by following HUD guidelines.
- Coordinate timely completion of emergency repair work that threatens life, health, and/or safety of owners.
- Conduct lead based paint risk assessments and clearance tests.
- Inspect projects including required progress, quality checks, critical stage inspections, and for draw requests; perform regular safety monitoring.
- Conduct Housing Quality Standard inspections where necessary.
- Liaise with Building Inspections and Code Enforcement departments, as applicable.
- Ensure timely completion of emergency repair work.

#### OTHER DUTIES AND RESPONSIBILITIES

- Assist with program orientation meetings.
- Perform related duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

This position verifies invoiced work in the amount of approximately \$60,000 per month.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- High school diploma or equivalent, *plus* some vocational or technical training related to construction methods or building inspection.

### **EXPERIENCE**

- A minimum of three (3) years of related experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas Driver's License
- Lead based Paint certification or the ability to obtain within one year

### **KNOWLEDGE OF**

- Project Planning and budgeting
- HOME and CDBG program requirements with regard to construction processes
- Municipal codes and ordinances, as they relate to construction processes

### **SKILLS AND ABILITIES IN**

- Time Management: Managing time wisely to complete assignments on time.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Policy Comprehension: Accurately interpreting federal regulations, policies, and procedures.
- Relationship Maintenance & Networking: Developing relationships with developers, clients, and personnel in other city departments.
- Proactivity: Taking initiative in problem solving and decision making. This includes identifying problems and reviewing related information to develop and evaluate options and implementing solutions.
- Oral and Written Expression: Communicating effectively, both orally and in writing, with a wide variety of people, often with diverse views and opinions, including citizens, agencies, and management.
- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Self-Management: Working independently, with minimal supervision, while maintaining a high degree of proficiency.
- Construction Planning: Developing construction plans and site development plans.

## **GUIDANCE RECEIVED**

### **Periodic Supervision and Range of Guidelines/Procedures**

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

## **CONTACTS**

Frequent contact with the public or other organizations; interactions may require obtaining cooperation of people; courtesy and tact are required when dealing with moderately difficult or sensitive issues.

## **EQUIPMENT AND PROPERTY**

Computer, vehicle, ladder

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is frequently required to listen, see, sit, and/or talk. Occasionally, s/he is required to balance, carry, climb, handle, feel, reach stand, stoop, and/or walk.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee is occasionally exposed to a confining work space, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, improper illumination, high and precarious work spaces, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others.

The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.