



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Senior Construction Project Coordinator
DEPARTMENT: Development & Modernization
DATE POSTED: 02/21/2024
CLOSING DATE: Until Filled
FLSA CLASS: Exempt
STARTING SALARY RANGE: **Salary Class D**
\$81,7000 - \$ 108,400 (Annually)

[Click Here to Apply](#)

SUMMARY

Under the direction of the Director, Development & Modernization, the Senior Construction Project Coordinator will provide oversight and manage all phases of the construction projects for assigned HANO-owned properties, including coordinating staff, material, and equipment, ensuring that specifications are being followed, and work is proceeding on schedule and within budget. The Senior Construction Project Coordinator will coordinate and oversee construction and construction-related activity of various capital improvement, modernization, and development projects relating to housing built by HANO and/or in partnership with HANO in strict accordance with U.S. Department of Housing and Urban Development (HUD) building standards and applicable local building codes. This position will also be responsible for monitoring construction to ensure compliance with the construction documents and contract requirements, including construction costs, schedules, regulations, and change orders. The Senior Construction Project Coordinator will ensure a successful project turnover through the warranty period.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

Development and Modernization

Construction Project Coordination and Management

Develops a cost-effective plan and schedule for completion of project following a logical pattern for utilization of resources, including analyzing and directing the overall project schedule and scope for implications on goals, objectives, and policies for the project; and tracking and reporting out on project milestones, risks, and major issues. Specific duties include, but are not limited to the following:

- Assists the department director with the development and implementation of modernization projects involving the renovation of housing units in accordance with applicable regulatory guidelines.
- Develops an overall plan and timetable for the implementation of approved construction and modernization projects.
- Prepares and writes scopes of work for modernization and construction RFP's and bids for contracts as directed by department director.
- Prepares modernization improvement work plans and programs including cost estimates.
- Reviews specifications and bidding for work that requires architectural and engineering services.
- Oversees performance of all trade contractors and reviews architectural and engineering drawings to ensure that all specifications conform to HUD and HANO requirements and regulations are being followed.
- Responsible for ensuring the completion of assigned construction projects within schedule and budgets while maintaining the highest level of design and construction quality.
- Supervises assigned staff and provides project oversight for all projects managed by staff.
- Trains, mentors, and develops staff utilizing coaching and feedback, on-the-job, internal, and external training, and other development opportunities.
- Selects and coordinates work of contractors working on various phases of the projects.
- Responsible for proper administration of construction contracts and for obtaining all necessary permits and licenses.
- Tracks and controls construction schedule and associated costs to achieve completion of project within time and monies allocated.
- Reports to the Director of Development and Modernization about progress and any necessary modifications of plans that seem indicated.
- Interprets and explains plans and contract terms to administrative staff, workers, and clients, representing the Housing Authority.
- Prepares contracts and negotiates revisions, changes, and additions to contractual agreements with architects, consultants, clients, suppliers, and contractors.
- Studies job specifications to determine appropriate construction methods.
- Selects, contracts, and oversees workers who complete specific pieces of the project, such as carpentry, painting, and plumbing.
- Prepares and submits budget estimates and progress and cost tracking reports.
- Provides detailed cost estimating and take off by division of work from plans and technical specifications as requested by department director for both renovation and new construction projects.
- Confers with supervisor, contractors, and design professionals to discuss and resolve matters such as differing site conditions, change orders, work procedures, complaints, and construction related problems.
- Plans, organizes, and directs activities concerned with the construction sites, to ensure that proper procedures are being carried out.
- Evaluates construction methods and determines cost-effectiveness of plans, using computers and related technology.
- Oversees the preparation of contract solicitations including Requests for Proposal and Invitation to Bid documents for architects, engineers, construction contracts, special inspections, and other project support contracts.

- Collaborates with internal development, asset management and modernization team members, operations staff, as well as external architects, and engineers during the construction document phase.
- Provides in-depth review of project plans and specifications to ensure adherence to Housing Authority of New Orleans (HANO) standards.
- Performs other related duties as assigned.

Risk Management

Determines potential risks and establish a plan of action should they occur to minimize project delays, budget overruns and adverse public perception. Specific duties include, but are not limited to the following:

- Ensures all mixed finance development projects are constructed in accordance with the HUD, Choice Neighborhood Implementation (CNI), HANO and/or Louisiana Housing Corporation (LHC), City of New Orleans design requirements as may be required as well as other financial institution requirements.
- Develops and implements quality control programs.
- Takes action to deal with the results of delays, inclement weather, or emergencies at construction sites.
- Inspects and reviews projects to monitor compliance with building and safety codes, and other regulations.
- Reviews and manages controls for project budgets; control and authorize project expenditures in accordance with established limitations for new construction, rehabilitation, and modernization projects.
- Performs other related duties as assigned.

Stakeholder Management

Maintains consistent communications with senior staff, in-house and third-party development and management teams, residents and/or other public and private stakeholder. Specific duties include, but are not limited to the following:

- Represents HANO at the project level with general contractors, consultants, community members, authorities having jurisdiction, private sector partners, and non-profit development entities to assure successful implementation of the project.
- Builds relationships with developers, vendors, contractors, suppliers and third-party managers to ensure the smooth progress of all projects.
- Builds relationships with various public and private stakeholders in support of development activities by providing project updates regarding strategy, adjustments and progress;
- Collects feedback from stakeholders and performing appropriate follow-up, if any.
- Support senior staff and leadership as required to help meet business objectives and implement work plans
- Performs other related duties as assigned.

Monitoring Progress

Manages partners, vendors, and suppliers by assigning tasks and communicating expected deliverables, while using industry best practices, techniques and standards throughout project execution. Specific duties include, but are not limited to the following:

- Assist with monitoring and documenting progress of self-developed projects and projects developed by third-party developers by performing routine site visits and preparing reports.
- Performs other related duties as assigned.

BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.

Effective Communication: Conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment and decision making in accordance with level of responsibility.

Problem Solving: Identifies and resolves problems in a timely manner; gathers and analyzes information to develop alternative solutions; uses strong reasoning and conflict resolution skills.

Professional Behavior: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Reliability: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Authority expectations. Performs work in a reliable manner that is both accurate and timely. Ensures a positive record of attendance.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of their surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Competencies

- Ability to read and interpret blueprints, plans and/or construction drawings.
- Ability to review and interpret construction specifications.
- Ability to effectively provide detail cost estimating of construction plans and specifications.
- Ability to work under pressure and coordinate numerous activities and groups of people who need to cooperate to achieve maximum efficiency.
- Strong communication skills – verbal, pictorial, numerical – as relevant to the development process.
- Building and Construction— expert knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Strong knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Above average knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Above average knowledge of the practical application of professional architectural and engineering science and services. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Understanding written sentences and paragraphs in work related documents.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Adjusting actions in relation to others' actions.
- Teaching others how to do something.
- Using mathematics to solve problems.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.

- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Analyzing information and evaluating results to choose the best solution and solve problems.
- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Inspecting equipment, structures or materials to identify the cause of errors or other problems or defects.
- Scheduling events, programs, and activities, as well as the work of others.
- Communicating with people outside the organization, representing the organization to customers, the public, government officials and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Providing weekly updates to the supervisor in report form consisting of time line, and funding matters.

Education and/or Experience

Bachelor's degree in Construction Management, Engineering, Architecture, or a related field with a minimum of ten years of experience in a project superintendent role overseeing multi-million-dollar renovation and/or new construction projects of increasing complexity with an emphasis in complex, fast-track, or phased project delivery is required. A graduate degree in Construction Management or a related field is highly preferred. An equivalent combination of education and experience may be considered.

This position may require regular driving for business purposes. The incumbent is required to possess a valid driver's license and must have the ability to be certified to drive HANO Fleet vehicles in accordance with HANO's Fleet Policy.

Technical Skills

To perform this job successfully, an individual should have above average abilities using computer software such as Microsoft Outlook, Word, Excel, PowerPoint; scheduling software such as MS Project, etc., and should be capable of using internet resources for research and developing advanced reports. Ability to learn other computer software programs as required by assigned tasks.

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

To perform this job successfully, the employee is frequently required to remain in a sedentary position. Daily movements include sitting; standing; bending; operating computers and other office equipment; moving about the office; carrying items such as books, binders, files, and documents; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is usually moderate. Employee also works in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset clients in interpreting and enforcing departmental policies and procedures.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

EEO POLICY STATEMENT

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.

