AKRON METROPOLITAN HOUSING AUTHORITY

Job Title:	**Construction Coordinator**
Reports to:	**Construction Director**
Department:	**Construction**
Date:	**April, 2002**
FLSA Status:	**Non-exempt**

General Purpose:

Oversees quality and contract compliance of construction sites by conducting on site inspections. Prepares inspection reports for Construction Director's review. Prepares bid specifications, Design layouts and drawings. Coordinates and schedules contract work. Maintains compliance with AMHA standards. Obtains cost data and conducts cost analysis for construction projects. Provides Technical assistance as applicable.

Essential Duties and Responsibilities:

40% Oversee contract construction activities by conducting thorough and appropriate on-site inspections. Provide technical assistance to professional design firms to develop documentation for future projects. Develop inspection reports and punch list. Coordinate and schedule contract work.

15% Develop accurate technical specifications for bidding purposes. Prepare design layouts and drawings. Provide technical consulting to in house construction projects. Prepare accurate cost estimates.

10% Address construction issues with local building departments, utility companies, contractors, and Authority building managers as a liaison for the construction department. Confer with vendors to obtain product, service and pricing information. Maintain up-to-date knowledge of state and local building codes.

10% Gather cost data, prepare estimates for contracted work and submit estimates to the Construction Director for approval. Participate in pre-bid and pre-construction conferences to assist in answering contractor's questions.

5% Develop cost analysis for change orders.

5% Evaluate design layouts from architecture and engineering firms according to accepted architectural and engineering design principles.

15% Miscellaneous
  Maintain all blueprints and drawings.
  Validate that work billed has been completed before payment is made to contractors.
  Monitor project warranties and warranty inspections.
  Conduct physical inspections for AMHA as contract administrator to the annual contributions contract and housing assistance payment agreement.

Minimum Qualifications, Education and Certifications:

Bachelor's Degree in construction related field with a minimum of three years experience or an Associate's Degree with six years experience Prefer E.I.T. or any construction-related certification. Must have a valid Ohio driver's license and be insurable under AMHA policy.

Physical Requirements. 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:

Physical demands may include kneeling, reaching, pushing, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking in and around construction sites, travel, lifting up to 10 lbs. and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

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

Office environment, working outdoors or in unheated buildings, and exposure to construction site hazards. Must be able to walk in and around construction sites and buildings under construction. Must be able to travel to construction sites.

Employee Understanding:

The above job description was received, read and understood by me.

_____   _____

Employee's signature   **Date**

_____   _____

Supervisor's signature   **Date**

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.