

**CLASS SPECIFICATION**  
**Housing Construction Coordinator**

FLSA Status: Exempt  
Union Representation: AFSCME - Housing

**GENERAL PURPOSE**

Under direction, performs a wide variety of highly responsible, professional and technical level duties in the analysis, coordination and monitoring of publicly funded residential housing rehabilitation and construction projects. Responsible for evaluation, analysis and oversight of construction related issues on assigned housing projects, including communication and negotiation with owner representatives and others on construction related issues. Administers the Portland Regional Lead Hazard Control Program (PRLHCP); acts as project/program manager on assigned contracts or programs; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a professional and technical level class in the housing construction coordinator series. Work includes inspecting and evaluating residential properties to determine: construction and rehabilitation needs; project feasibility; conformance with City and bureau policies regarding publicly and privately funded affordable and market rate housing projects; and health, hazard, safety, habitability or code issues. Incumbents: monitor construction on behalf of bureau to assure projects meet schedule, budget, quality standards and funding requirements; facilitate the negotiation of construction contracts between applicants and contractors; and assist in educational and outreach efforts associated with program. Positions encounter recurring work situations involving a high degree of complexity in interpretation and adherence to varied construction techniques, legal statutes, building codes, and federal laws. Work is performed interdependently with other team members with minimum supervision, and requires sound professional judgment and initiative within an established framework of standards and procedures.

Housing Construction Coordinator is distinguished from other construction monitoring and coordinating classifications by its responsibility for coordinating and monitoring publicly and privately funded residential rehabilitation and construction projects.

Housing Construction Coordinator is distinguished from Senior Housing Construction Coordinator in that the former is responsible for coordinating and monitoring residential construction projects and the latter is responsible for coordinating and monitoring multi-family and commercial construction projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Inspects and evaluates construction and rehabilitation needs of residential properties in accordance with applicable laws, rules and regulations pertaining to publicly funded and affordable housing construction projects; determines eligibility and construction/rehab feasibility of properties within funding guidelines; determines if there are any health, hazard, safety, habitability or code issues;

prioritizes repairs; assesses cost effectiveness; proposes sustainable building practices; and develops construction specifications.

2. Performs residential lead hazard risk assessments/lead based paint inspections, monitors, analyzes, makes determinations and completes reports in compliance with established federal, state and local guidelines including, but not limited to, EPA, HUD and Title X regulations.
3. Acts as project/program manager on assigned contracts and programs, including budget management, production monitoring, contract management and renewal.
4. Analyzes accepted construction contracts to ensure conformance to construction specifications and cost; facilitates the negotiation of construction contracts between applicants and contractors; provides customer advocacy for matters needing special assistance, including referral to external or internal sources, as appropriate; mediates or assists to resolve disputes, when appropriate.
5. Monitors and inspects projects to ensure contract and regulatory compliance and quality of workmanship; approves change orders and payment requests; maintains data entry, files, documents, etc. and monitors for completeness and compliance.
6. Educates customers and contractors on relevant programmatic and code requirements, construction processes, building regulations and additional sources of assistance.
7. Develops reports and completes necessary data entries; assists in the preparation of special reports for funders, special interest groups and other governmental agencies as assigned.
8. Develops and implements contractor capacity building strategies to increase/maintain a quality contractor pool for both rehabilitation and lead programs.
9. Works with the other bureau marketing teams and regional partners, if applicable, to develop and implement outreach/marketing plans and materials, including workshop curriculum and presentations.
10. Writes Request for Qualifications (RFQ) to solicit fee for service providers and manages resulting contracts.
11. Performs Federal environmental assessments and historical reviews.
12. Participates as a core member of the division's production team to help meet overall production and customer service goals, including participation in the setting of team goals and completing assigned team projects.

#### **OTHER DUTIES**

1. Participates in loan program evaluation, design and implementation and supports division marketing efforts.
2. May manage the work of external consultants, contractors, vendors and other service providers.

## MINIMUM QUALIFICATIONS

### **Knowledge of:**

1. Residential housing construction management including: review of contracts, budgets, specification writing and interpretation, construction techniques and practices, cost estimating and analysis, equipment and labor estimates.
2. General knowledge of public bidding techniques, real estate principles/practices, lending, grant funding and policies related to publicly funded and affordable housing construction projects.
3. Word processing and spreadsheet programs, loan origination, tracking and construction cost analysis systems.
4. Laws, ordinances, policies and codes regulating publicly funded residential building construction or rehabilitation, real estate development, and zoning.
5. Basic business budgeting and accounting principles.
6. Housing construction financing sources, procedures and practices.

### **Ability to:**

1. Inspect building sites and review plans and specifications for residential housing construction and rehabilitation; and determine compliance with codes, laws, regulations, and program objectives and requirements.
2. Manage work and construction projects including scheduling, problem solving, facilitation, and risk monitoring.
3. Work collaboratively within a self managed work team.
4. Communicate effectively with people of varied socio-economic backgrounds, including communicating technical information clearly and accurately, negotiating and resolving job-related problems, and making group presentations.
5. Make sound judgments and project recommendations based upon general program guidelines.
6. Think strategically to make connections between community input, established policy and product design and delivery.
7. Operate a computer and use word processing, spreadsheet and database programs.
8. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other agencies, contractors, architects, developers, the public and others encountered in the course of work.
9. Maintain accurate records and prepare clear and concise reports and documentation.
10. Maintain highly confidential and sensitive information, records and files.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in construction management, architecture, or a closely related field; and two years of progressively responsible residential building construction management experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

Must possess a current Risk Assessor Certification or have the ability to obtain certification within 6 months of hire. Risk Assessor education and experience requires:

1. Certification as an industrial hygienist, an engineer, a registered architect, certified safety professional, registered sanitarian, or registered environmental health specialist; or
2. A bachelor's degree and one year of experience in a related field (e.g. lead, asbestos, environmental remediation work, or construction); or an Associate's degree and two years experience in a related field (e.g. lead, asbestos, environmental remediation work, or construction); or
3. A high school diploma (or equivalent), plus three years of experience in a related field (e.g. lead, asbestos, environmental remediation work, or construction)

A valid state driver's license.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 04-01-10

Revised: 04-27-11 – Changed Union Representation from Nonrepresented to AFSCME- Housing