



KCHA Job Announcement

600 Andover Park W • Seattle, WA • 98188 • (206) 574-1104 FAX

Please post to KCHA employees, residents and the general public.

Construction Coordinator

Open: 11/06/2009 First Review: 11/20/2009 Close: Open Until Filled

King County Housing Authority, a high performing nationally recognized leader in affordable housing is currently recruiting for the position of Construction Coordinator in the Asset Management Department located in Tukwila, WA. The position will monitor contractors and multiple construction projects at residential apartment buildings, work with contractors to ensure quality work that complies with specifications, inspect and make recommendations on property conditions and necessary repairs, conduct pre-bid meetings, pre-construction meetings, site based progress meetings, project close-out meetings, and work with asset managers, property managers, technical experts and public agency staff.

RESPONSIBILITIES: Under general supervision of a Construction Project Manager, the Construction Coordinator will oversee contractors and construction projects at residential apartment buildings in King County, review plans and specifications, attend construction meetings and conduct daily job site inspections to ensure that contractors are in compliance with contracts including drawings and specifications, documents, construction schedules, internal quality standards and building codes. Assist project managers with compliance for codes, ordinances and building construction practices and procedures. Monitor tests and records. Prepare and maintain written progress reports. Conduct or assist with pre-final or final inspections and perform other duties as assigned.

REQUIREMENTS: The ideal candidate will have an Associate's degree with three to five years experience in residential multi-family construction, construction management, contracting, and remodeling, or an equivalent combination of education and experience. Working knowledge of construction methodology and field operations including construction means and methods, building codes, scheduling and project management procedures. Ability to read, interpret and review construction documents. Ability to apply codes and standard building practices. Good written and verbal communication skills, work independently, use excellent time management skills, organize diverse tasks, use data processing and spreadsheet software programs. This is a physically active position which requires the ability to go in and out of all types of buildings and will be occasionally exposed to outside weather conditions. Driving required. Must have reliable transportation, valid WSDL with good driving record throughout employment.

COMPENSATION: The salary for this position is \$4,445.36—\$5,195.52 per month DOE. The excellent benefit package includes employer paid dental; vacation, sick & holiday pay, life insurance, long term disability insurance and transit subsidy. PERS retirement (mandatory) and medical plan require employee and employer contributions. Employee paid deferred compensation (457b) is optional. Positive corporate culture and commitment to a diverse workplace, plus more!

TO APPLY: Please send cover letter explaining how you meet qualifications, resume and complete application materials (available on our website @ www.kcha.org) to KCHA, Human Resources, Job #09-34, 600 Andover Park West, Seattle, WA 98188. This position is open until filled with first review on 11/20/2009.

For future opportunities please contact our job line at (206) 574-1103 or website at www.kcha.org. EEO/AA/M/F/V/D

An Equal Opportunity Employer