

JOB DESCRIPTION

DBA: UTICA NEIGHBORHOOD HOUSING SERVICE, INC.

RESIDENTIAL CONSTRUCTION COORDINATOR

Location: Utica NY

Schedule: Full time-38 hours per week, Monday through Thursday, however the candidate must be available to work flexible hours (occasional evenings and Saturdays) to accommodate the needs of customers/contractors. The position may be required to travel occasionally to attend paid trainings to obtain and maintain certifications.

Benefits + Salary Range + Perks: 4-day work week with **3-day weekends!** \$43,500-\$49,000 negotiable dependent on experience. Paid training, exceptional vacation time, personal time **and** sick leave, generous retirement plan with pension. Health insurance offered.

About Us: The HomeOwnershipCenter is a nonprofit organization that was established in 1979, and serves Oneida, Herkimer, Madison, Otsego, Fulton, and Montgomery Counties. The mission of the HomeOwnershipCenter is the revitalization and growth of neighborhoods.

Job Description: The HomeOwnershipCenter is looking for someone who is motivated and enthusiastic about helping to revitalize the communities we serve. The Residential Construction Coordinator provides assistance to property owners in determining housing rehabilitation needs, estimating costs, preparing bid documents, selecting contractors, and monitoring rehabilitation projects.

Work To Be Performed:

1. Inspects property and advises owners on housing rehabilitation needs.
2. Prepares work write-ups and cost estimates for single family and multi-family projects. Writes detailed construction specifications.
3. Prepares construction contracts for property owners and obtains bids from contractors.
4. Inspects rehabilitation work and authorizes payments. Approves change orders and obtains lien waivers prior to final payment.

Skills to be successful in this role:

- Working knowledge of building construction and rehabilitation techniques and general contracting and construction project management.
- Working knowledge of and experience in applying building, zoning, electrical, sanitation, health, and fire codes.
- Basic mathematical skills including the ability to add, subtract, multiply, divide and compute percentages with accuracy.
- Strong people skills
- Ability to work on projects independently with strong personal organization, decision-making and problem-solving.
- Friendly approach in person and on telephone. Ability to communicate with diverse client base.

Position Requirements:

- Must have valid driver's license and reliable transportation.
- Obtain EPA Certification within 3 months of hire (paid by organization).
- Obtain Lead Abatement Supervisor Certification within 6 months of hire (paid by organization).

Qualifications

- High School Diploma or equivalent
- **Minimum** of one-year professional construction, or housing rehabilitation experience
- **Preferred** Two+ years of experience in building construction, general contracting, construction management or federal rehabilitation program management.

Please submit your cover letter and resume via email to DSmith@unhs.org

or by mail to: HomeOwnershipCenter, Attn: Danielle Smith, 1611 Genesee Street, Utica, NY 13501.

Deadline to apply is 7/26/2024

HOC IS AN EQUAL OPPORTUNITY EMPLOYER THAT DOES NOT DISCRIMINATE ON THE BASIS OF AGE, GENDER, RACE, NATIONAL ORIGIN, PHYSICAL DISABILITY, GENETIC INFORMATION, RELIGION OR SEXUAL ORIENTATION