



# COLVILLE INDIAN HOUSING AUTHORITY

P.O. BOX 528

Nespelem, WA 99155

509.634.2160 (f) 509.634.2335

Washington Relay No. for Hearing Impaired 1.800.833.6388

## JOB ANNOUNCEMENT

**POSITION:** Special Projects Coordinator  
**PAY RANGE:** \$41,600 - \$52,000 (Depending on Experience)  
**REPORTS TO:** Capital Improvements Manager  
**SUPERVISES:** May periodically supervise staff, depending on projects.

**DUTIES AND RESPONSIBILITIES:** The Special Projects Coordinator will coordinate all projects funded by IHBG and Insurance proceeds. He/she will be responsible for the efficient rehabilitation and review of CIHA improvements consistent with applicable CIHA policies, Tribal Codes, Insurance and Federal requirements. He/she is responsible for planning, coordination and work processes, procedures, procurement, annual and periodic reviews of housing units, cost forecasting and cost control as required by budgetary constraints, materials management, inventory control, property disposition, equipment use, insurance and grant applications related to modernization, rehabilitation, and non-routine maintenance. Also performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** Five years' experience as a Supervisor in the Construction field and five years of responsible work experience in contract administration/modernization programs OR Construction Degree and/or Certified Inspector certification may substitute up to three years of work experience.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of blueprint reading, basic mathematical ability to make calculations, and knowledge of construction terminology. Knowledge of computers in MS Excel, MS Word, and Outlook on personal computers. Ability to plan and manage time effectively. Ability to work under pressure. Ability to work with little or no supervision. Ability to communicate clearly and effectively both verbally and in writing. Ability to initiate, organize and follow up. Must be able to understand applications of regulations, contracts, policies and procedures. Ability to establish a good rapport with the general public, residents, sub-contractors, suppliers and co-workers. Must be able to handle multiple tasks and complete projects within specified timeframes.

**SPECIAL REQUIREMENTS:** Must attend Asbestos Building Inspector course and pass certificate of completion for AHERA Building Inspector within first 6 months of employment. Must possess a valid Washington State Driver's license and must be eligible for CIHA vehicle insurance. Must be able to drive in adverse weather conditions. Must be able to lift up to 25lbs., sit and/or stand for long periods at a time. Be able to squat, bend, kneel, climb, walk, push and pull. Must successfully clear an extensive Criminal Background Inquiry and pre-employment drug screen.

**CLOSING DATE:** Open until filled – second review June 20, 2017. Applications must be received by 3:00 PM.

**INFORMATION:** Colville Indian Housing Authority  
Attention: Tauni Marchand  
P.O. Box 528  
Nespelem, WA 99155  
(509) 634-2160  
[tauni.marchand@colvilletribes.com](mailto:tauni.marchand@colvilletribes.com)

For a copy of the full job description and application please visit: <https://www.colvilletribes.com/indian-housing-authority/>

Indian Preference will apply; preference will also be given to honorable discharged veterans who are minimally qualified. Re-advertised 06/05/2017



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## JOB DESCRIPTION

**POSITION:** Special Projects Coordinator

**PURPOSE OF POSITION:** Responsible for modernization and rehabilitation activities for a wide range of CIHA programs. Plans, implements, and directs the construction and inspection of projects which include: Elder Minor Home Repair, modernization, rehabilitation, non-routine maintenance, and insurance work.

**REPORTS TO:** Capital Improvements Manager

**SUPERVISES:** May periodically supervise staff, depending on projects.

**STATUS:** Non-exempt

**PAY RANGE:** TBD

### **DUTIES AND RESPONSIBILITIES:**

The Special Projects Coordinator position will coordinate all projects funded by IHBG and Insurance proceeds. He/she will be responsible for the efficient rehabilitation and review of CIHA improvements consistent with applicable CIHA policies, Tribal Codes, Insurance and Federal requirements. He/She is responsible for planning, coordination and work processes, procedures, procurement, annual and periodic reviews of housing units, cost forecasting and cost control as required by budgetary constraints, materials management, inventory control, property disposition, equipment use, insurance and grant applications related to modernization, rehabilitation, and non-routine maintenance. Also performs other duties as assigned. Specific duties include, but **are not** limited to:

Calculates labor, equipment and materials to determine estimate for needed work.

Creates and implements program plans, evaluates progress, and adjusts plans and activities as necessary.

Prepares all reports and assures reporting deadlines are met.

Inspects work of staff and contractors in progress to ensure that workmanship conforms to set standards, work is in compliance with scope of work, and that work schedules are adhered to.

Conducts visual inspections for Lead Based Paint compliance.

Conducts testing as required for; mold, moisture, humidity, air flow, asbestos containing materials,

radon, etc. Completes reports on each issue outlining testing method, conclusions, and recommendation for further action.

Ensures accurate and thorough utilization of rehab and modernization inventory via computer system and hard counts.

Submits monthly report to supervisor.

Assist in administration of contracts (general construction contracts, supply contracts, etc.) to include: preparation of bid advertisements and RFP's in accordance with the CIHA Procurement Policy, preparation of Notices to Proceed, preparation of contracts and change orders for review, monitoring of progress in accordance with construction schedule of completion; review contract registers for each contract, and review of requests for payments.

Ensure assessments of repair/renovation requirements of all CIHA housing units are conducted.

Coordinates with Tribal and Federal departments, as appropriate, for all required permits and employment issues.

Ensures compliance with CIHA internal controls and other policies governing administrative and procurement matters.

Assists in training Resident Services Representative on annual inspection process.

Responsible for assuring timely payment to all suppliers and contractors.

**SUPERVISORY RELATIONSHIPS:**

The Special Projects Coordinator position reports to and receives general direction from the Capital Improvements Manager. He/she will show initiative in carrying out assigned duties and responsibilities in a professional and businesslike manner, consistent with CIHA policies and Federal program requirements. He/she is a team participant and works effectively with the departmental functions and staff. He/she functions with substantial independence within the framework of CIHA and the Capital Improvements Program.

**MINIMUM QUALIFICATIONS:**

Five years' experience as a Supervisor in the Construction field and five years of responsible work experience in contract administration/modernization programs OR Construction Degree and/or Certified Inspector certification may substitute up to three years of work experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of blueprint reading, basic mathematical ability to make calculations, and knowledge of construction terminology.

Knowledge of computers in MS Excel, MS Word, and Outlook on personal computers.

Ability to plan and manage time effectively.

Ability to work under pressure.

Ability to work with little or no supervision.

Ability to communicate clearly and effectively both verbally and in writing.

Ability to initiate, organize and follow up.

Must be able to understand applications of regulations, contracts, policies and procedures.

Ability to establish a good rapport with the general public, residents, sub-contractors, suppliers and co-workers.

Must be able to handle multiple tasks and complete projects within specified timeframes.

**SPECIAL REQUIREMENTS:**

Must attend Asbestos Building Inspector course and pass certificate of completion for AHERA Building Inspector within first 6 months of employment.

Must possess a valid Washington State Driver's License and must be eligible for CIHA Vehicle Insurance.

Must be able to drive in adverse weather conditions.

Must be able to lift up to 25 lbs, sit and/or stand for long periods at a time. Be able to squat, bend, kneel, climb, walk, push and pull.

Must successfully clear an extensive Criminal Background Inquiry and pre-employment drug screen.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_