



**SAN CARLOS HOUSING AUTHORITY**  
P.O. Box 740  
Peridot, Arizona 85542  
(928) 475-2346 Fax: (928) 475-2349  
[www.sancarloshousingauthority.org](http://www.sancarloshousingauthority.org)

**Position**  
Project Coordinator

**Location**  
Peridot, Arizona

**Job Type**  
Full-time

**Salary**  
Depends on Qualifications

**Opening Date**  
1/5/2024

**Closing Date**  
Until Filled

### **Position Summary:**

Assists the Development Department with planning, organizing, and/or managing the housing construction programs. Incumbent coordinates with other federal and local agencies to obtain the required clearances or utilities to complete the construction package. Work includes informing contractors of housing expectations according to HUD building codes and specifications described in the bid specifications.

### **ESSENTIAL FUNCTIONS:**

1. Coordinates in developing housing construction documents for public bid advertisements.
2. Interprets and provides construction documents to staff, homebuyers participants, and other interested individuals and organizations seeking such information.
3. Assist in creating and implementing the housing development application for submission to HUD.
4. Administer all building codes per residential requirements.
5. Serve as contracting officer in the construction for the Housing authority.
6. Maintain precise records of project activities, approvals, and correspondence.
7. Stay updated on evolving HUD policies and effectively communicate any changes or new requirements to the project team.
8. Ensure that architectural designs meticulously align with HUD standards and guidelines.

9. Review and approve architectural plans and specifications for accuracy, quality, and compliance.
10. Facilitate effective communication and foster strong collaboration among all parties involved.
11. Coordinate with architectural teams, contractors, subcontractors, and suppliers to ensure meticulous compliance with plans, specifications, and quality standards.
12. Monitor construction progress, conduct thorough site visits, and proactively address any issues that may arise during the construction phase.
13. Reporting and Documentation: Prepare and submit regular progress reports, status updates, and all required documentation to HUD and other government agencies.
14. Provide accurate and timely project information to senior management, stakeholders, and funding entities.
15. Coordinates with consulting firms to successfully implement construction schedule, establishes weekly meetings with the contractor to ensure project is on schedule.
16. Provide accurate and timely project information to senior management, stakeholders, and funding entities.
17. Processes the close-out documents for completed construction project.
18. Participates in warranty inspection and knowledge to prepare MAOs.
19. Performs other duties as assigned.

**Minimum Requirements:**

- Four (4) years of experience in administrative, technical work or related experience.
- Bachelor' degree in architecture, Civil Engineering, Construction Management preferred or related field OR equivalent combination of education and experience.
- Current and valid state driver's license, Arizona required.

## **Tribal Preference:**

Preference in filling vacancies may be given in accordance with the Indian Preference Act and SCHA Personnel Manual relating to Tribal and Veterans Preference. The San Carlos Housing Authority will grant preference for employment to qualified individuals in the following order:

1. Enrolled members of the San Carlos Apache Tribe with Veterans' Preference. Enrolled members must show proof of honorable discharge by submitting a DD-214.
2. Enrolled members of the San Carlos Apache Tribe.
3. Indian spouse or Indian parent of an enrolled member of a federally recognized Tribe or a parent of an enrolled member of a federally recognized Indian tribe.
4. Enrolled members of a federally recognized Indian Tribe.
5. Non-Indian spouse or non-Indian parent of an enrolled member of a federally recognized Tribe.
6. Non-Indian.

The Tribal Preference policy applies to hiring, placement, selection for training, treatment during employment, promotion, transfer, reduction-in-force and lay off.