



SAN CARLOS HOUSING AUTHORITY

P.O. Box 740

Peridot, Arizona 85542

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www.sancarloshousingauthority.org

JOB ANNOUNCEMENT

POSITION TITLE: Project Coordinator

JOB ANNOUNCEMENT: 318-25

OPENING DATE: June 17, 2025

SALARY: DOE

CLOSING DATE: Open Until Filled

LOCATION: Peridot Office

Job applications are available at Tufastone, Bylas Sub-offices or
can be mailed or emailed upon request.

Applications are due at the Peridot Office by 4:30 p.m. on the closing date.

ESSENTIAL FUNCTIONS:

Under the direct supervision of the Development Manager, the Project Coordinator is responsible for overseeing the construction and/or major rehabilitation projects from the pre-construction stage to the construction close-out stages. The Project Coordinator must have knowledge of current standard building codes specifically as outlined from the State of Arizona and International Building Code, and coordinate with the Development Manager on each project. The Project Coordinator must demonstrate knowledge of the safety requirements for a construction/rehabilitation project and communicate effectively on the phases of the construction projects, including coordination with the San Carlos Housing Authority Staff Members, contractors, sub-contractors and other contracted staff. The Project Coordinator will assist the Development Manager with quantifying and maintaining the construction materials, equipment and safety practices according to contractual obligations specified under the San Carlos Apache Tribe (Tribe) Housing Code, San Carlos Housing Authority (SCHA) manuals and policies, the US Department of Housing and Urban Development (HUD) and the Arizona Department of Housing (ADOH). The Project Coordinator will ensure that quality control standards are maintained, and ensure work is accomplished within project specified timelines and budget constraints. Perform other duties as directed.

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

The San Carlos Housing Authority is an equal opportunity employer who provides preference in employment to eligible and qualified veterans and Native Americans in compliance with its human resource policy and procedures. 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.

DUTIES AND RESPONSIBILITIES:

- Participate in construction and rehabilitation project meetings including meetings with contractors and key partners.
- Assist the Development Manager with the development of the project documents including budgets, schedules, written scope of work and project plans with written timelines – maintain compliance with the scope, plans, designs and timelines for each project.
- Develop and maintain construction/major rehabilitation project schedules and timelines based on written project plan. Ensure productive time management results with successful project outcomes. Research and report to the Development Manager any delays and project issues.
- Coordinate with key construction stakeholders such as contractors, architects, site inspector, project superintendent to ensure that building specifications are met in compliance with International Building Codes, San Carlos Apache Tribe (Tribe) Housing Code, San Carlos Housing Authority (SCHA) manuals and policies, the US Department of Housing and Urban Development (HUD) and the Arizona Department of Housing (ADOH).
- Participate in weekly meetings with key construction stakeholders such as contractors, architects, site inspectors, project superintendent and other project partners to ensure the project is on schedule, review upcoming tasks, address construction project issues with solutions, and other key components for a successful project. Ensure weekly written reports are shared with the Development Manager and the Executive Director.
- Conduct daily site visits to ensure compliance with required construction measures and reviews with construction key partners.
- Review payment applications, invoices and other payment requests for effectiveness and presents documented recommendations to the Development Manager.
- Skill with dissecting difficult construction issues and producing effective solutions for management consideration. Ability to make effective decisions in urgent circumstances and report to the Development Manager and the Executive Director in a timely basis.
- Participate in warranty inspections and document inspections accordingly with reports to the Development Manager.
- Produce monthly department activity reports according to pre-established format (both manual and computer reports) and submit activity reports to the Development Manager.
- Performs any other duties assigned.

MINIMUM QUALIFICATIONS:

1. At least 2 years of supervisory experience, preferable in Indian Housing management, project coordination or equivalent combination of education and construction experience providing the capabilities to perform the required duties.
2. Knowledge of local, state, HUD and current standard construction/workplace safety and building codes.
3. Preferred Project Management Certificate, such as Certified Associate in Project Management (CAPM), project management professional (PMP) or similar.
4. Proficiency with Microsoft Office.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

1. Work is generally performed on a construction site.
2. Work will require frequent standing, walking and bending.
3. Incumbent must be able to lift 50 pounds independently.
4. Incumbent may be exposed to repetitive motion.
5. Incumbent will be required to operate a SCHA – vehicle.
6. Incumbent may be required to work long hours including holidays and weekends.

ADDITIONAL REQUIREMENTS

1. Must have a valid AZ Driver's License.
2. Must pass a pre-employment drug test.
3. Must submit certified 5-year MVR and be insurable under SCHA vehicle insurance.
4. Applicant will be subject to and must pass a Federal, State, County, Local and Tribal background investigation with favorable determination.