



# Northern Circle Indian Housing Authority • Ukiah, CA

## Construction Program Department Specialist

### POSITION DESCRIPTION

Title	Construction Program Department Specialist
Position Reporting To	Housing Development Construction Manager
FLSA	Non-Exempt/Hourly
Salary	\$19.86 – \$30.81
Work Location	Ukiah

### SUMMARY

The Construction Program Specialist will be responsible for assisting the Housing Development Construction (HDC) Manager with the daily activities that support the planning and execution of all New Construction, Housing Rehabilitation and Community Development Construction Projects.

Duties include and are not limited to: conducting home assessments, creating scopes of work, generating cost estimates, on-site oversight during construction, communications and correspondences, preparation of status and construction observation reports, project tracking and filing, coordinating with Resident Services and Maintenance Department staff and program participants, and other duties as assigned.

### ESSENTIAL FUNCTIONS

- Complete Home Assessments to determine needs for Housing Rehabilitation and or Home Replacement
- Creates Scopes of Work based on the Home Assessments Completed
- Assures compliance with construction contract provisions, including and not limited to: uniform guidance, procurement standards, certified payroll, and Indian Preference
- Generating cost estimates for Construction Programs
- On-Site oversight during construction to ensure appropriate safety precautions, quality assurance, and communications with participating Contractors, Sub-Contractors, Vendors and Consultants
- Communications and correspondences between NCIHA and Contractors, Sub-Contractors, Vendors, Consultants and Program Participants
- Prepare status and construction observation reports
- Maintain files and documents related to Construction Activities
- Assist member Tribes to compile and adhere to policies relating to New Construction and Housing Rehabilitation including but not limited to eligibility of the program participant, feasibility of the project and suitability of the site
- Assure compliance with all applicable Procurement and Environmental requirements and compliance,
- Attend meetings, workshops, and training sessions related to activities related to Housing and Community Development and Construction
- Within the scope of the general activities not specifically described above, preform other duties as assigned.

## **EDUCATION & EXPERIENCE**

1. Minimum five (5) years of experience in the construction field.
2. High School diploma or equivalent.
3. Contractor's License or equivalent experience
4. Knowledge of Construction Documents such as plans, specification, drawings, contract provisions, addenda, change orders, etc.
5. Knowledge of applicable building codes, standards and practices.
6. Ability to establish, maintain and communication effective working relationship with program participants, staff, tribal officials, architects, engineers and public and private agencies and organizations.
7. Ability to interpret and create spreadsheets using Excel and/or another spreadsheet Software as needed.
8. Ability to interpret budgets, government regulations and professional journals.
9. Ability to collect data, establishes facts and draw valid conclusions.
10. A working knowledge of Microsoft Office, proficient in Excel, Word, graphic software and facility with the internet.
11. Ability to organize work and priorities to meet deadlines.
12. Ability to develop and maintain reports and records as required.
13. Ability to travel as necessary. Must have valid CA driver's license and meet NCIHA vehicle insurance requirements.
14. Ability to work independently and handle heavy workload in an efficient and expeditious manner.
15. General knowledge of economic, social, educational and cultural trends in the Native American community.
16. Ability to read and interpret Construction Documents such as plans, specification, drawings, contract provisions, addenda, change orders, etc.

**WORKSITE:** Ukiah  
**SALARY RANGE:** \$19.86 - \$30.81 hr.  
**CLASSIFICATION:** Program Specialist

## **TRIBAL AND INDIAN PREFERENCE**

Pursuant to the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450e (b)), NCIHA applies the policy of "Tribal and Indian Preference" when filling vacancies. Tribal and Indian Preference shall be given to qualified applicants who are enrolled members of a federally recognized Indian tribe or band. We reserve the right to require from applicants claiming to be American Indian or Alaskan Native a copy of their "Certificate of Tribal Membership."

## **WAIVER OF EDUCATIONAL OR EXPERIENCE REQUIREMENTS:**

Board of Commissioners may waive the educational or experience requirements based on an evaluation of the experience or demonstrated competence of the job applicant. The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.