



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position for the St. Thomas/St. John & St. Croix Districts:

### **ASSISTANT CONSTRUCTION MANAGER(S)**

The Assistant Construction Manager shall be responsible for office and field work, involving the inspections of construction projects under the supervision of a Senior Planning and Construction Division staff member. Additional duties will include assistance with the project progress and ascertaining contractors' compliance with construction plans and specifications. This is an entry level position that will afford the employee the ability to qualify as a Construction Manager in the future.

#### **ESSENTIAL FUNCTIONS:**

- ⇒ Assist with the preparation of inspection reports, indicating discrepancies and evidence of noncompliance and determining stages of construction progress.
- ⇒ Assist with the preparation of construction estimates, indicating costs of materials and labor necessary for carrying out projects.
- ⇒ Assist with the preparation of requisitions for materials, supplies, and equipment.
- ⇒ Assist with the administration of construction contracts and conducts periodic on-site observations of work during construction to monitor compliance with plans.
- ⇒ Confers with supervisory and engineering personnel and inspectors and suppliers of tools and materials to resolve construction problems and improve construction methods.
- ⇒ Inspects work in progress to ensure that workmanship conforms to specifications and the adherence to construction schedules.
- ⇒ Prepares or reviews daily, weekly and monthly reports on progress, materials used and costs, and adjusts work schedules as indicated by reports.

#### **QUALIFICATIONS:**

- ⇒ **Education:** High School Diploma or equivalent.
- ⇒ **Experience:** 3-5 years of work-related experience in construction related field. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** General knowledge of a variety of trade and craft processes; Knowledge of general construction inspection practices and procedures; Knowledge of safety requirement and safety practices in construction work; Ability to establish and maintain effective working relationships with all persons contacted during the course of work; Ability to write reports and general business correspondence; Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plan and solid geometry and trigonometry; Ability to apply concepts such as fractions, percentages, ratios and proportions to practical solutions; Demonstrates the ability to multi-task, work collaboratively in a team-oriented environment and problem solve; Computer literate to include Microsoft Word, Excel, PowerPoint and Outlook; Basic oral and written communication skills; Ability to be flexible and work under pressure; Ability to work harmoniously with other agency personnel; Ability to maintain confidentiality in all assignments; Valid VI Driver's License required.

**SALARY:** \$33,280 - \$47,840 per annum depending upon qualifications. CDBG-DR grant funded position.

#### **APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, and resume/vitae. **During the Safer at Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov).** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov).

**This position will remain open until filled.** Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

*The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer*