



The Virgin Islands Housing Finance Authority is seeking qualified applicants
for the following CDBG-DR Grant Funded position

STAFF ENGINEER

The Community Development Block Grant Disaster Recovery Staff Engineer will oversee and provide solution for all technical engineering components of the Community Development Block Grant- Disaster Recovery (CDBG-DR) Infrastructure Program. The candidate will interpret project specifications and scope of all engineering discipline. This employee will provide engineering and construction management expertise, to CDBG-DR, from project design to execution and completion. This is a Territorial position.

ESSENTIAL FUNCTIONS:

- ⇒ Coordinates technical engineering initiatives to ensure that all CDBG-DR Infrastructure Projects can be completed within the approved budget and according to schedule.
- ⇒ Ensures that CDBG-DR Infrastructure Projects are a fit for the programs policy objectives, and cost effectiveness.
- ⇒ Reviews infrastructure projects scope and design according to established regulations, policies, timelines, and project budgets.
- ⇒ Conducts field activities to ensure that project is being constructed in accordance with approved design and scope.
- ⇒ Reviews plans and specifications during the pre-construction bidding and construction phases of the project.
- ⇒ Provides quantitative and qualitative engineering and design analysis for public facilities.
- ⇒ Conducts analysis of infrastructure projects and provide independent cost analysis in advance of procurements.
- ⇒ Monitors design changes.
- ⇒ Provides infrastructure solution(s), project specific technical advisory services for subrecipients of CDBG-DR funds.
- ⇒ Prepares weekly and monthly reports to management.
- ⇒ Coordinates with federal, local and nonprofits entities to ensure design and construction activities are aligned with program mandates and policies.

QUALIFICATIONS:

- ⇒ **Education:** Bachelor's Degree in engineering (Civil, Structural, Mechanical), Construction Management or comparable field.
- ⇒ **Experience:** Minimum of five (5) years of experience as an engineer or construction manager or comparable field. Minimum of three (3) years' experience in project management. Experience in working with CDBG/DR or other disaster recovery program preferred.
- ⇒ **Knowledge, Skills and Abilities:** Excellent organization, problem-solving, leadership and time management skills; Firm understanding of complex mathematical concepts; Proven project management skills; Expertise in data analysis; Ability to manage multiple projects in a fast-paced environment; Proficient in Microsoft Word, Excel, PowerPoint, Adobe, and Outlook; Strong oral and written communications skills; Ability to maintain confidentiality; Familiarity with rules, regulations, best practices, and performance standards; Virgin Islands Driver's License.

SALARY: \$90,000 - \$110,000 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.** 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. **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