



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following position:

Planning and Construction Assistant Director

The Planning & Construction Assistant Director (PCAD) assists with coordinating, researching, planning, designing and administering all affordable housing initiatives for the Virgin Islands Housing Finance Authority construction initiatives. Responsible for coordinating activities of housing reconstruction and rehabilitation for single family, multi-family, public and affordable homes as well as public buildings and infrastructure and other disaster related construction projects. This is a Territorial position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ⇒ Assist the Planning & Construction Director in managing the blended Planning & Construction staff and subject matter experts to implement policies and procedures in support of operations, construction, and construction contractor management.
- ⇒ Assist the Planning & Construction Director with the overall direction of the Planning & Construction unit Territory-wide; provides day to day supervision of staff and delegates work assignments.
- ⇒ Consults with the Director of Planning & Construction to determine functional and spatial requirements of new structure or renovation, and prepares information regarding design, specifications, materials, color, equipment, estimated costs and construction time.
- ⇒ Plans layout of projects and integrate engineering elements into unified designs for Agency review and approval.
- ⇒ Be able to review and interpret scale drawings and contract documents for building contractors.
- ⇒ Represents the Authority in obtaining bids and awarding construction contracts.
- ⇒ Administers construction contracts and conducts periodic on-site observation of work during construction to monitor compliance with plans and specifications.
- ⇒ Assists with preparing operating and maintenance manuals, studies and reports.
- ⇒ Represents the Authority in obtaining bids and awarding construction contracts, in the absence of the Planning & Construction Director.
- ⇒ Represents the Authority for rezone/variance applications, Coastal Zone Management permits and other permitting applications in the absence of the Planning & Construction Director.
- ⇒ Assist with administering construction contracts and conducts periodic on-site observation of work during construction to monitor compliance with plans and specifications.
- ⇒ Direct activities of workers engaged in preparing drawings and specification documents.
- ⇒ Plans, oversees and directs activities of field staff engaged in construction management.
- ⇒ Performs other related duties and responsibilities as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ Bachelor's Degree in Architecture, Engineering, Construction Management or related field required.
- ⇒ 4-10 years of work related experience in construction management, planning and development; Equivalent combination of education and experience
- ⇒ **Knowledge:** Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents; Ability to respond to common inquiries or complaints from customers, regulatory agencies and members of the business community; Ability to define problems, collect data, establish facts and draw valid conclusions; Ability to write speeches and articles for publication and effectively present information to top management, public groups and/or board of directors; Knowledge of a variety of trade and craft processes sufficiently broad to recognize acceptable construction practice; Knowledge of general construction inspection practices and procedures; Ability to read engineering drawings and specifications and to interpret them for construction control purposes; Ability to prepare construction inspection reports and construction estimates; Ability to establish and maintain effective working relationships with all persons contacted during the course of work; Ability to write reports, business correspondence and procedure manuals; 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; Excellent 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; . A valid Virgin Islands Driver's license.

SALARY: \$85,000.00 - \$90,000.00 per annum depending upon qualifications

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, and resume/vitae. **During the Stay-at-Home period, application packages will only be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office later. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for submittal of application package is Monday, February 6, 2023; however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.