



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

## **Project Coordinator**

(St. Thomas/St. John District or St. Croix District)

The Project Coordinator performs highly responsible office and field work involving the inspection of construction projects to determine progress and ascertain contractors' compliance with construction plans and specifications. Work also involves planning, assigning directing and inspecting the work of departmental construction crew, to ensure that performance of work is in accordance with plans and specifications.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- ⇒ Understand contractual and subcontractor contractual responsibilities, contract documents and general project communications.
- ⇒ Notifies contractors and/or departmental project crew of discrepancies found during inspections and ensures compliance.
- ⇒ Prepares inspection reports, indicating discrepancies and evidence of noncompliance and determining stages of project progress.
- ⇒ Prepares project estimates, indicating costs of materials and labor necessary for conducting projects.
- ⇒ Prepares requisition for materials, supplies and equipment.
- ⇒ Represents agency in obtaining bids and awarding project contracts.
- ⇒ Administer and manage all project contract documents ensuring that all applicable project team members receive contract documents in a timely manner, including documentation of all correspondence.
- ⇒ Conducts periodic on-site observations of work during projects to monitor compliance with plans.
- ⇒ Confers with and directs supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating various phases of construction to prevent delays.
- ⇒ Confers with supervisory and engineering personnel and inspectors and suppliers of tools and materials to resolve project problems and improve project methods.
- ⇒ Inspects work in progress to ensure that workmanship conforms to specifications and the adherence to project schedules.
- ⇒ Prepares or reviews reports on progress, materials used and costs, and adjusts work schedules as indicated by reports.
- ⇒ Involved in project close-out, including archiving of documents, maintenance and warranty manuals, deficiencies, and warranty work.

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- ⇒ Bachelor's Degree in Engineering, Architecture, Construction Management, Project Management, or related field
- ⇒ 4-7 years of work-related experience in commercial construction management, project management planning and development; Equivalent combination of education and experience
- ⇒ Knowledge of a variety of trade and craft processes sufficiently broad to recognize acceptable construction practice; Knowledge of general construction inspection practices and procedures; Demonstrated understanding of project management concepts; Knowledge of safety requirement and safety practices in construction work; Ability to read engineering drawings and specifications and to interpret them for construction control purposes; Strong knowledge of written and digital project management tools; 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 read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations; Ability to write reports, business correspondence and procedure manuals; Ability to effectively present information and respond to questions from groups of manager, clients, customers and the general public; 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:** \$54,080.00 - \$68,640.00 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](mailto: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](http://www.vihfa.gov). **Deadline for submittal of application package is Friday, February 17, 2023; however, 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*