

**JOB OPPORTUNITY
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

JOB TITLE: TECHNICAL PROJECT COORDINATOR	
MINIMUM SALARY: \$ Negotiable	
DEPARTMENT: Modernization	SECTION:
HOURS OF WORK: Monday - Friday	EMPLOYEE UNIT: Exempt
POSTING DATE: October 20, 2009	APPLICATION DEADLINE: Until Position is filled.

SUBMIT APPLICATION TO: Department of Human Resources
Cincinnati Metropolitan Housing Authority
16 West Central Parkway
Cincinnati, Ohio 45202

SCOPE: This position is responsible for coordinating technical projects designed, developed, and implemented by the Modernization Department involving the ARRA Grant. This position reports directly to the Construction Manager.

ESSENTIAL FUNCTIONS: includes, but are not limited to:

- Manage routine functions, including, the inspection of systems and project work sites to identify work to be performed and verify completion of work.
- Work directly with the Design and Construction Management staff to complete pre-inspections on properties scheduled for modernization. Evaluate systems and prepare the technical reports used to develop the scope of work for bidding purposes.
- Coordinate program activities between the Modernization and other departments during development/construction stages.
- Visit ARRA Grant project construction sites to monitor contractor, architectural and engineering performance.
- Coordinate the resolution of administrative problems between CMHA and contractors.
- Prepare regular reports relating to construction and A & E projects funded by the ARRA Grant.
- Perform extensive annual surveys of mechanical systems throughout CMHA, in order to determine the level of system deterioration. Issue report on findings, so that funds for repair/replacement can be budgeted as part of the Comprehensive Grant Program, as appropriate.
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree and/or equivalent experience in engineering, construction management, architecture or related field, with demonstrated education and/or experience with management of construction and installation projects.
- Demonstrated knowledge of tools, supplies, monitoring equipment, practices and terminology used by the mechanical, plumbing, electrical and HVAC trades.
- Demonstrated knowledge of all applicable sections of the Code of Federal Regulations, all-applicable state regulations, and required reporting and record keeping procedures.
- Knowledge of local and state building and mechanical codes.
- Working knowledge of PC applications, including Microsoft Word and Excel.

OTHER: The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The incumbent may have no more than four accumulated points in three consecutive years.

Note: As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check, and motor vehicle check.

