



Lake County Housing Authority has an immediate opening for a:

Modernization Coordinator

Under the supervision of the Director of Asset Management, the Modernization Coordinator is responsible for meeting the technical requirements of the Authority's modernization program including the performance of building inspections, construction specification development and contract management. In addition, the Modernization Coordinator works to ensure that Authority properties are maintained in good condition as defined by HUD's physical inspection protocol.

The incumbent is expected to demonstrate a respectful and helpful attitude toward tenants, coworkers and the general public.

Serves as the Agency's Modernization Coordinator of Procurement. Responsible for all procurement, contracts, and project bids and for auto fleet including purchase/replacement, maintenance and repair.

Main Responsibilities Include:

1. Conducts housing, building, and site inspections as assigned by the supervisor to determine compliance with local building codes, housing quality standards and HUD physical inspection protocol and recommends corrective actions to cure deficiencies.
2. Develops cost estimates, work write-ups and formal specifications as required.
3. Manages the bid solicitation process in accordance with the Authority's and HUD's procurement policies.
4. Evaluates bids, the capacity of contractors and makes recommendations regarding contractor selection.
5. Conducts pre and post contract award conferences as necessary to assure compliance with contract documents.
6. Monitors construction in progress to assure that construction conforms to specifications, blueprints and shop drawings and prepares appropriate reports.
7. Prepares all contract documents, issues notices to proceed and authorizes payouts in accordance with construction schedules.
8. Completes all required documentation and maintains neat, accurate and comprehensive contract files.
9. Certifies the completion of construction contracts and coordinates the final close-out of projects.
10. Conducts annual inspections of all Housing Authority owned housing, buildings, units and sites in accordance with HUD physical inspection standards.
11. Performs all other related tasks as assigned by the supervisor.
12. Performs related duties as assigned.

Required Knowledge, Skills and Abilities:

1. Considerable knowledge of construction and development.
2. Ability to read and understand plans, proposals, and financial projections.
3. Ability to effectively coordinate several on-going activities.
4. Ability to prepare clear, concise reports, evaluations, and memoranda.
5. Ability to work within Authority policies and to work with limited supervision.
6. Ability to prepare detailed cost estimates and construction specifications and to read blueprints.
7. Computer literate and experience with Microsoft Word and Excel.
8. Understanding of the legal aspects of construction contracting.
9. Ability to communicate effectively orally and in writing.
10. Demonstrated knowledge of residential structures, building systems, and building codes. Must understand the operation of components in single family homes as well as high-rise structures and be familiar with various construction methods.

Education and Experience:

1. Graduation from an accredited college or university with a Bachelor's degree.
2. Two years' experience in skilled building and equipment maintenance work.
3. Or an equivalent combination of technical training and experience to meet the required knowledge, skills and abilities of the position.

Special Requirements:

1. Must be bondable.
2. Possession of a valid driver's license in his/her state of residency.
3. Experience with cost estimating and specification writing software.
4. Participation in continuing education programs related to building construction or building systems.
5. Familiarity with HUD regulations governing public housing modernization, property standards, labor relations and procurement.
6. Must obtain procurement and contract management certification within 1 year.

Please send resumes to:
Lake County Housing Authority - Human Resources
33928 North US Highway 45
Grayslake, IL 60030
recruitment@lakecountyha.org
FAX: 847-223-7910
No phone calls please

Lake County Housing Authority is an Equal Opportunity Employer.

