

**CLASS SPECIFICATION**  
**Senior Housing Construction Coordinator**

FLSA Status: Exempt  
Union Representation: AFSCME - Housing

**GENERAL PURPOSE**

Under direction, performs a wide variety of highly responsible, professional-level duties in the analysis, coordination and monitoring of large, complex and diverse publicly and privately funded commercial and multifamily housing construction projects including rehabilitation of existing properties, historic renovations and new construction. Incumbents oversee the work of Portland Housing Bureau (PHB) project teams and external consultants; and perform related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This class is the advanced professional-level class in the housing construction coordinator series. Work includes: reviewing construction budgets, project design and related contract documents to determine project feasibility and conformance with City and bureau policies; coordinating construction monitoring and funds management with participating lenders; negotiating with customers and participating lenders; monitoring construction on behalf of bureau to assure projects meet schedule, budget, quality standards and funding requirements; and assisting in the development of policies and objectives as they relate to construction issues as well as working from those previously established. Position encounters a wide diversity of work situations involving a high degree of complexity in interpretation and adherence to varied construction techniques, legal statutes, building codes, and federal laws. Work is reviewed on a general basis only and requires sound professional judgment and initiative.

Senior Housing Construction Coordinator is distinguished from other construction monitoring and coordinating classification by its responsibility for coordinating and monitoring large, complex and diverse publicly funded multifamily and commercial housing construction projects.

The Senior Housing Construction Coordinator is distinguished from the Housing Construction Coordinator in that the latter is responsible for smaller, less diverse residential construction projects, and the former is responsible for managing larger, higher impact, and more diverse and complex multifamily and commercial construction projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Leads work of project team to perform initial inspection of existing structures or new construction sites and evaluate project for construction program eligibility; reviews proposed specifications from developers, architects and contractors for suitability and tests them for feasibility, cost, and design/neighborhood compatibility; negotiates changes to scope of work and budget with owner representatives to meet program objectives; makes recommendations on construction feasibility

issues; approves construction budgets; establishes conditions for closing and start of construction as part of the approval process.

2. Leads work of project team to evaluate proposed developer for current capacity to develop proposed project within budget, on schedule and to specified quality standards including sustainable building practices; advises owners on bureau requirements for selection of contractors and consultants in compliance with funding requirements and monitors owner's selection process; monitors work for compliance with ESB/MBE/ WBE, Davis-Bacon, Bureau of Labor and Industries (BOLI) issues and Workforce Training Program requirements according to federal law as well as bureau policies and procedures.
3. Completes Environmental Assessments and Historical Reviews; and researches Environmental Protection Agency standards.
4. Evaluates construction monitoring roles of participating lenders and proposes level and scope of bureau construction monitoring and funds disbursement; makes recommendation on bureau oversight, communicates with team, other lenders and customer, and negotiates construction monitoring agreements with participating lenders on behalf of team; interfaces directly with the Oregon Housing and Community Services Department's architects as lead worker and establishes and maintains an effective working relationship with this funding partner.
5. Monitors work of bureau compliance staff; assures work is completed in conformance with construction monitoring agreements and bureau loan document reviews and approves progress payments and change orders in accordance with approved budget; completes on-site inspections where applicable; maintains budget tracking system to monitor project budgets and use of funds and evaluates and recommends approval or denial of modifications to project budgets.
6. Prepares and reports construction related project information and development cost information for entry into bureau database and other reporting systems; assists in preparation of reports for funders, special interest groups and other governmental agencies related to development costs and construction related project information.
7. Monitors assigned projects for compliance with applicable federal and local development related regulations, including but not limited to, Federal Housing Quality Standards, local building and zoning codes, Energy Conservation policies and ADA and FHA compliance requirements; coordinates with related staff to insure compliance with Federal Labor Standards and environmental reports or other regulatory issues that may apply to the project.
8. Participates in the formation of the work team's project financing recommendations, in conformance with established City and bureau policies and program guidelines and within assigned budgets. Team recommendations include, but are not limited to recommendations to bureau manager and loan approval committees on all loans. Serves as team's construction management expert in all team decision making; represents team on inter-team and loan approval committee as requested by team.
9. Participates in self-managed team as a core member, including participation in setting of team goals, project assignment recommendations and resource allocation recommendations; participates in formation or revision of program guidelines to better meet established City policies, production goals and customer benefit requirements responsible as a team member for overall production and customer service goals.

10. Acts as a resource in continuous improvement process of the work unit delivery system including improvements to procedures and program guidelines to increase efficiency, improve customer benefit and meet risk management requirements. Participates in training, team meetings, customer feedback processes, and special projects as assigned.
11. Serves as liaison to Portland Development Commission and other city bureaus on neighborhood and community issues; disseminates information and makes presentations as needed to citizen groups and design experts.

### **OTHER DUTIES**

1. Works with other construction teams to develop and write construction related policies, procedures, guidelines and standards for housing development projects.
2. Manages independent contractors and consultant contracts as required.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

1. Commercial and residential housing design and development, and construction project management, including development and evaluation of construction budgets, review of contracts, cost estimating, specification writing and interpretation, scheduling, public bidding techniques and construction monitoring.
2. Commercial and multi-family building construction techniques, standards and practices.
3. Architectural and building construction engineering principles.
4. Laws, ordinances and codes regulating commercial and multi-family building construction, real estate development, and zoning.
5. Business budgeting and accounting principles as applied to building construction and development.
6. Construction financing sources, procedures and practices.

#### **Ability to:**

1. Review plans and specifications for building and related housing construction, and determine compliance with codes, laws, regulations, and program objectives and requirements.
2. Inspect building sites before and during construction, alteration or repair.
3. Lead the work of project teams and work collaboratively within a self managed work team.
4. Communicate effectively with a variety of individuals in the course of the work, including negotiating and resolving job-related problems; and facilitating team decision making.
5. Make sound judgments and project recommendations based upon general program guidelines.

6. Operate a computer and use a variety of programs including technical data bases.
7. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other agencies, contractors, architects, developers, the public and others encountered in the course of work.
8. Maintain accurate records and prepare clear and concise reports and documentation.
9. Maintain highly confidential and sensitive information, records and files.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in construction management, engineering or architecture, or a closely related field; and five years of progressively responsible building construction management experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 04-01-10

Revised: 04-27-11 – Changed Union Representation from Nonrepresented to AFSCME- Housing