

Columbia Housing Authority

EMPLOYMENT VACANCIES

Deadline for applications for all positions: December 7, 2018

Fulltime position include State Benefits (Health, dental, life, SCRS Retirement)

Contract Administrator

Salary: \$43,881.40-\$47,107.46

GENERAL STATEMENT OF JOB

Under occasional supervision, develops and administers contracts for the modernization and re-development programs of the Columbia Housing Authority. Reviews plans and specifications developed by consultants, as well as construction sites, for compliance with various codes and Housing and Urban Development requirements, Reports to the Deputy Director for Technical Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Develops in house scope-of work/specifications and costs estimates; reviews plans and specifications developed by consultants to ensure compliance with building codes and HUD requirements.

Develops Requests for proposal; assist in managing bid process; reviews and administers contract documents. Monitors contractors' compliance with the Columbia Housing Authority contracts.

Conduct project meetings; negotiates/resolves disputes with contractors regarding project issues; inspects projects to develop punch lists.

Administers HUD General Condition for Construction contracts

Collects lead and asbestos samples for laboratory analysis

May supervise activities and personnel involved in underground pipeline systems, erosion control and exterior amenities; respond to all maintenance and emergencies related to underground utilities to diagnose malfunctions and supervise repairs. Supervisory duties, if assigned would include instructing, planning, assigning and reviewing work of others; coordinating activities and maintain standards.

Assist in the development of short-and long- range planning for housing modernization.

Maintain knowledge of current, applicable state, local and federal regulations, codes and laws pertaining to public housing development and management.

Receives and responds to inquiries and concern's regarding department activities; serves as technical adviser to housing management teams.

Coordinates or participates in special projects or programs as necessary

Operates a vehicle and office equipment including a computer, fax machine, telephone, calculator, copier. Utilizes a level, measuring devices, electronics locator devices, drafting and surveying equipment,etc. as necessary during field work.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in civil engineering or other relevant field supplemented by three to five years of engineering/construction management experience, or an equivalent combination of education, training and experience that provides the required for area of specialty; must possess a valid state drivers license.

Interested applicants should send a CHA application or resume to Human Resources, CHA, 1917 Harden Street, Columbia, SC 29204 or Email me @jriley@chasc.org