



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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### **VACANCY ANNOUNCEMENT**

**POSTING NO: 029-23**

**OPENING DATE: 02/01/2023**

**CLOSING DATE: 06/22/2023**

**POSITION:** Construction Program Coordinator

**POSTED: IN/OUT**

**PAY GRADE:** HA6 (\$17.57/hr. - \$23.72/hr.)

**FLSA STATUS:** Non-Exempt

**POSITION TYPE:** Full Time

**FUNDING SOURCE:** POI/Grant Funded

**DEPARTMENT:** Isleta Pueblo Housing Authority

**REPORTS TO:** Residential Project Manager

**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Administers the accurate maintenance of construction documentation required by Federal Regulations. Organizes development activities, records and tracks through file management under the development program. Provides professional administrative support to department as needed. Gains results through direction, assistance, and coordination of activities.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

#### **JOB DUTIES:**

- Prepares bid/proposal documents and assists with bid opening for construction contracts for goods and services in accordance with federal regulations and POI policies and procedures.
- Performs contract pre-award and post-award functions to include assisting in evaluating and coordinating bid proposals and responses.
- Procures standard and construction services through formal advertising and negotiation procedures primarily using fixed-priced contracts.
- Certifies construction companies for eligibility and any preference.
- Collects, analyzes, evaluates, and coordinates bid proposals and responses.
- Interprets, explains, and enforces IPHA and POI policies and procedures, POI site development applications and forms, and codes and regulations for a variety of customers and eligible families.

- Coordinates housing projects with the POI and other agencies on land assignments, archaeological and geological clearances, and surveying requirements.
- Coordinates applicable environmental reviews in accordance with NAHASDA.
- Prepares, implements, and coordinates project pay schedules with contracts and sub-contractors or other entities.
- Prepares construction contracts, maintains contract registers in accordance with federal regulations and POI policies and procedures.
- Acts as contracting officer for HUD/Department of Labor.
- Receives receipts, and documents payments; reviews invoices, statements, notices, etc. Maintains information in procurement files.
- Coordinates annual home inspections to determine and assess repairs, damages and costs; makes recommendations for rehabilitation.
- Prepares and evaluates payment reconciliation reports and verify contractor payments and compile warranty information.
- Assists with interpreting and enforcing IPHA and POI policies and procedures POI site development application, and codes and regulations for a variety of vendors and customers.
- Assists in coordinating housing projects with the POI and other agencies on land assignments archaeological and geological clearances and surveying requirements.
- Coordinates applicable and environmental reviews in accordance with NAHASDA and may prepare statutory worksheets for environmental clearance.
- Coordinates the inspection of construction projects with applicable staff and/or external contractors, vendors, engineers and/or architects.
- Monitor project timelines and project progress.
- Inspecting work sites to ensure compliance with federal labor standards; certifying payroll records; validating contractor documentation; interviewing workers to investigate compliance violations; and confirming compliance with Indian Preference in Employment.
- Ensuring all bid documents, contracts contain the applicable Davis-Bacon Wage Determinations and Federal Labor Standards; ensures Davis-Bacon requirements are properly applied; screens and performs verification of subcontractors for debarment from federal contract construction projects.
- Conducts and performs on-site field inspections and random interviews with construction workers to determine compliance with work requirements; notifies general contractors of violations/infractions and determines the validity of the allegation and takes any necessary actions; reviews certified payroll submissions and other information to ensure contractors comply with labor standards provisions and the payment of prevailing wages to workers; notify general contractors on deficiencies; resolves wage and classification disputes between employees and contractors.
- Attends Pre-Construction Meeting with General Contractors to review and understand labor standards and contractual requirements; provide training and technical support to contractors to ensure that they understand their obligations under prevailing wage and reporting requirements.
- Assist in housing projects and development of short and long-range planning activities.
- Assist in preparing projects for inclusion in the Indian Housing Plan and monitor the construction progress of new housing developments and rehabilitations.
- Attends Board of Commissioners', Tribal Council meetings, etc. as needed.

- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Ensures compliance with contract provisions.
- Gathers and analyzes data for housing plans, monthly, quarterly and annual reporting.
- Performs other duties as required.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Associate's Degree in Business Administration or related field.
- Three years progressive experience in administration, book keeping, and project coordination.
- Notary Public certification.
- Housing program experience.
- Development Management and Environmental Compliance certified.
- Tiwa speaking preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of NAHASDA projects, regulations, procedures, etc.
- Skill in operating various word-processing, spreadsheet, database, presentation, and accounting software programs in a Windows environment.
- Ability to work independently in compliance with federal regulations and program standards.
- Ability to maintain Notary Public Commission with the State of New Mexico.
- Ability to use courtesy and tact when interacting with co-workers, governmental representatives, tribal members and the general public.
- Ability to maintain confidentiality.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.