

November 2021

ROCKY MOUNT HOUSING AUTHORITY

1065 Pinehurst Drive ▪ Rocky Mount, NC 27801

<http://www.rm-ha.org> ▪ (252) 977-3141 Phone ▪ (252) 407-1952 Fax

Career Opportunity

Development Construction Coordinator

The Housing Authority of the City of Rocky Mount (RMHA) is seeking an experienced and innovative candidate for the position of Development Construction Coordinator. RMHA is a HUD High Performer Agency and has 756 conventional units and 305 Section 8 Rental Assistance.

Description of Work: The Development Construction Coordinator is responsible for directing the planning, organization and monitoring of the Agency's programs of development and Capital Fund Program (CFP) renovation projects. The employee in this position coordinates development activities and ensures participation in the mission and goals of the organization. Tasks are to be performed at a level that supports the Agency's efforts to achieve the highest rating on HUD's evaluation systems. Reviews, evaluates, and schedules daily construction maintenance work orders and assignments with maintenance personnel, provides guidance and assistance to employees as needed to perform assigned work, and monitors progress of completion of work orders and staff assignments. The employee will assist the Capital Fund Development/Asset Manager Director in the decision process of future maintenance priorities and the coordination between private contractors and construction maintenance crew. Develops, schedules, and manages a preventive maintenance program designed to retain Agency properties in safe operating condition. Meets with contractors during preparation of assessment reports, schematic designs, etc. to ensure achievement of Agency maintenance objectives. Reviews reports, studies, and bid documents to ensure conformity to Agency criteria and HUD requirements as appropriate. Monitors work performed for quality assurance. Interested applicants must have a valid N.C. driver license, agree to a Criminal Record Check, and pass a drug screening test. Applicants must complete a RMHA Application of Employment that is available at www.rm-ha.org.

Salary commensurate based on background and experience, plus excellent health benefits and retirement

Education and Experience Education and Experience: Associate degree and experience in Construction Management or other responsible Administrative and Supervisory position with emphasis on construction and contractual procedures or an equivalent combination of education and experience sufficient to fulfill essential position functions.

Send Application and References to: Applications should be mailed to P.O. Box 4717, Rocky Mount, NC 27803 (Attention: Development Construction Coordinator) or delivered to 1065 Pinehurst Drive Rocky Mount, NC 27801 or emailed to LGunter@rm-ha.org Call 252-450-3527 for assistance.

Posting Date: Monday, November 15, 2021	EQUAL OPPORTUNITY EMPLOYER
Closing Date: Open Until Filled	DRUG FREE WORKPLACE

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