Date: July 22, 2016

Contact Person: Mary Costello, HR Executive
mcostello@arbordevelopment.org

Position Title: Construction Coordinator

Position Location: 26 Bridge Street, Corning NY 14830

Position Status: Full Time Non-Exempt / Monday – Friday 8:00am to 4:30pm

POSITION SUMMARY: In support of the Director of Real Estate this position will coordinate various facets of in-process as well as future development, and capital needs projects.

Education/Qualifications:

- Associate’s degree in business or related field from a two year college or technical school and six (6) months to one (1) year of experience (equivalent combination of education and experience will be considered)
- Construction management or monitoring experience (or equivalent) required.
- Highly motivated, well organized with particular attention to detail.
- Proficiency in creating and formatting a professional letter, including content, grammar, spelling and formatting in Microsoft WORD.
- Perform basic file management in Microsoft WORD and EXCEL.
- Ability to write routine reports, procedures and correspondence.
- Capability to speak effectively with vendors, contractors, partners, funders and co-workers.
- Use of discernible judgment while solving practical challenges.
- Valid driver’s license, reliable mode of transportation during scheduled work hours and acceptable driving record.

Key Job Functions:

- Assist and support the Director of RED primarily though effective and efficient coordination and management of the team’s construction activities.
- Creation of pre-construction plan and documents including specifications, contracts, drawings and correspondence.
- Management of contractor selection, either by bid or other criteria.
- Construction inspection and monitoring, as required to insure quality and timely completion as well as to protect the interests of AH&D, our funders, clients, tenants and others.
- Tracking of project spending as well as contractor payment requests.
- Development and maintenance of an ample pool of qualified, responsive contractors and vendors.
- Understanding and implementation of the technologies required ensuring that AH&D meets our Green goals in every project or activity.
- In support of the Director of RED,
  o Identify initial project and acquisition site.
  o Develop project team.
  o Obtain project funding through loan and grant applications.
  o Project design and construction
  o Creation of transfer documentation for AH&D Maintenance, Property Management, Asset Management and Home Resources functions.

APPLICATION REQUIREMENTS:
Please email or send an updated resume and internal job bid to the attention of the Mary Costello, HR Executive (mcostello@arbordevelopment.org)