



## PIEDMONT TRIAD REGIONAL COUNCIL

### **TITLE: Community Development Project Coordinator**

**CATEGORY:** Community Development

**EOE STATEMENT:** We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

**CLOSE DATE:** Job posting will remain open until filled.

**DESCRIPTION:** The Piedmont Triad Regional Council seeks an experienced building construction and trades person with the aptitude to successfully administer government compliance and assistance programs related to housing, weatherization, rehabilitation and general community development. The successful candidate will demonstrate a responsible work history exercising a pattern of reliability and independent work. Regular assignments include managing and coordinating Essential Single Family Rehabilitation (ESFR) and weatherization assistance program projects in a mutually cooperative fashion. Projects may be funded from a variety of public sources requiring compliance to those standards and may include both single family and multi-family residential projects. Activities include conducting pre-bid and pre-construction meetings; site inspections of PTRC and partner funded rehabilitation/new construction projects; preparation and approval of change orders and contractor payment requests; preparing construction cost estimates; and providing on-site problem mediation and resolution for projects. As needed conducts inspections on Section 8 rental properties to ensure federal housing quality standards and compliance and/or conduct energy audits, construction inspection, work order and bid specification, and assessing quality of completed work. Work is performed as part of community development solutions team including CD Program Intake personnel, CD Administrative Coordinator and is performed under the leadership of the CD Project Supervisors.

**POSITION REQUIREMENTS:** A preference for an associate degree in Construction Management or a related field of vocational and technical training or a General Contractor's License, requirements are high school graduation or equivalent supplemented by trade school course work in building construction trades and three years of experience in the construction trades and bid specification preparation work; or an equivalent combination of education and experience sufficient to provide the required knowledge, skills, and abilities. Competency is expected in building and construction standards including ability and skill in reading blueprints. Considerable knowledge of NCHFA SFR/URP and HOME program guidelines and policies. Others knowledge, skills and abilities include; construction standards applied to weatherization requirements; ability to establish and maintain effective working relationships with contractors and the public; basic math skills; computer skills including MS Outlook, Excel, and Word; Ability to record field activities and inspection details into a tablet device; ability to read and write legibly; ability to communicate effectively with people from various socio-economic backgrounds; ability to mediate and resolve conflicts; ability to build and maintain good working relationships; and knowledge of problems and needs of people with limited incomes. Special requirements include the possession of a valid driver license. Travel throughout 12-county region is required. Other travel may be required on occasion. Successful candidate must pass organization's pre-employment drug screen and organization's background screening process.

For more information on job postings please visit <https://www.ptrc.org/about/job-openings-careers>

The probationary employment period is completed by obtaining the last of the following requirements; Housing quality standards (HQS) certificate, Building Performance Institute (BPI) certified building analyst professional, Quality Control Inspector (QCI) certification, lead safe certification, HAZ-MAT certification, certification as a Lead Supervisor and Professional Housing Rehabilitation Association of North Carolina's (PHRANC) certified rehabilitation specialist or maintains a General Contractor license, and having six months of performance as an independent operator.

**ABOUT THE ORGANIZATION:** The Piedmont Triad Regional Council is the Lead Regional Organization that collaborates with the local leaders of the 12 county Piedmont Triad region to implement creative regional solutions with the mission to improve the lives of the community. The PTRC accomplishes its mission through seven programs that include the Area Agency on Aging, Criminal Justice Systems Administration, Economic Development, Community Development, Management Services, Regional Planning, and Workforce Development. The PTRC hires and retains staff that is at the top of their field. [See why our employees love working at the PTRC.](#)

**SALARY RANGE:** Salary \$44,884 DOQ. Organization provides excellent benefits including NC Local Governmental Employees Retirement System (NCLGERS).

**EXEMPT/NON-EXEMPT:** Non-Exempt

**FULL-TIME/PART-TIME:** Full-Time

**LOCATION:** Kernersville

**DOCUMENT UPLOAD:** [Benefits for Full Time Employees FY 2020-2021 4.pdf](#)