

HOMEOWNER RELATIONS COORDINATOR

DEFINITION

Under general supervision, implements the Residential Sound Insulation (RSI) Program construction projects and provides construction project administration and management, contract and contractor procurement, product analysis, product recommendation and product approval for RSI City projects.

TASKS

Implements the Residential Sound Insulation Program construction projects; assists management in establishing, reviewing and updating the program guidelines, policies and procedures and design plans and specifications; provides guidance and supervision to the construction unit; interviews and recommends hires for construction staff; evaluates performance of staff and recommends disciplinary action; prepares staff reports; conducts property owner orientation meetings to define the Program parameters and guidelines.

May participate in construction project administration and management, contract and contractor procurement, product analysis, product recommendation for RSI projects; reviews construction bids/proposals; maintains construction forms and documents; collaborates with construction staff to revise and/or eliminate forms to streamline the construction process; investigates building code concerns; attends construction and planning and design meetings.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of program guidelines, policies and procedures

Knowledgeable of bid procedures and guidelines

Knowledgeable of supervision principles

Knowledgeable of and able to operate a personal computer hardware and software

Skilled in formulating and maintaining documents

Skilled in evaluating work of subordinate staff

Skilled in researching, implementing and maintaining airport noise mitigation services

Skilled in following and providing oral and written instruction

Skilled in establishing and maintaining effective working relationships with both external and internal customers

Ability to effectively communicate verbally and in writing in English with all levels of staff

Ability to perform essential duties with little to no immediate supervision

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

Work is performed in office and outdoor environments. May be exposed to repetitive motion, vision to monitor, extreme temperatures and weather and construction sites.

QUALIFICATIONS

Bachelors Degree in Business Administration, Construction Management or closely related field **AND** four (4) years experience performing construction or housing development projects **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.