



## HOUSING AUTHORITY OF THE CITY OF TULSA

### CAREER OPPORTUNITY

APPLICATIONS / RESUMES MUST BE POSTMARKED: Open Until Filled

### Contract Coordinator

\$19.23 Hourly

<b>DEPARTMENT:</b>	Construction Services
<b>JOB LOCATION:</b>	415 East Independence
<b>REPORTS TO:</b>	Manager of Construction Services

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#### **POSITION SUMMARY:**

Develop and write technical specifications for construction, repair and rehabilitation of the Tulsa Housing Authority (THA) owned public housing facilities. Monitor and assure contractors operate within Housing and Urban Development (HUD) regulations and certify work is completed according to specifications. Develop plans and specifications for less complex, small to medium priced projects for modernization, renovation and repair of THA facilities. Prepare estimates, solicit bidders, prepare bid packages, conduct pre-bid conferences and tours. Conduct bid openings, review technical documentation and recommended the preferred bidder to management for contract award. Inspect all work in progress at various THA sites to ensure that work is being performed in accordance with contract documents. Identify deficiencies and notify the contractor and insure the deficiencies are corrected. Complete job inspection reports, progress reports, and other documentation. Review contractor pay requests, confirm accuracy and to process for payment. Complete all required documentation associated with construction contracting in accordance with HUD regulations and THA procedures. Coordinate with THA management and maintenance staff to resolve conflicts between contractor and THA projects and maintenance work. Coordinate with the City of Tulsa, Department of Public Works, inspection personnel to insure all contractors comply with all appropriate codes and regulations. Perform other duties as assigned.

**MINIMUM REQUIREMENTS:**

Bachelor's degree (B. A.) from four-year college or university and one (1) to three (3) years related experience and/or training; or equivalent combination of education and experience. Must have current Oklahoma driver's license

**ORGANIZATION:**

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

**MISSION STATEMENT:**

The mission of the THA is to be a leading public housing agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and board.

**DEPARTMENT BACKGROUND:**

The Construction Services Department is responsible for the upgrade of existing housing and provide affordable, quality housing to low-income families and to the elderly.

**TO APPLY:**

Apply online at [www.tulсахousing.org](http://www.tulсахousing.org), or submit a resume, cover letter and salary requirements to [hr@tulсахousing.org](mailto:hr@tulсахousing.org) or fax to 918-581-5721.

Applications and resumes may be mailed to:

Tulsa Housing Authority  
Attn: Human Resources  
415 East Independence  
Tulsa, OK 74106

***We perform criminal background checks and drug testing.  
An Equal Opportunity***

**Closing Date: Open Until Filled**