



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY  
NEWPORT NEWS, VIRGINIA**

**POSITION VACANCY ANNOUNCEMENT**

**PVA #09-18**

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

**All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.**

**Posted: 8/02/2019**

**Deadline: 8/16/2019**

**CONSTRUCTION TECHNICIAN**

**Community Development**

**Salary: \$ 35,898 - \$47,565 per year**

**Status: Full-Time Regular Position**

**GENERAL DEFINITION OF WORK:**

Performs intermediate skilled trades work providing project management and oversight in the administration of all phases of construction projects, and related work as apparent or assigned. Work is performed under the moderate supervision of the Capital Projects Administrator.

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

**TYPICAL TASKS:** (Examples Only)

Conducts onsite reviews of prospect structures for rehabilitation feasibility; identifies needed repairs; prepares housing layouts; prepares work write ups and related cost estimates.

Determines lead paint hazards; prepares lead safe housing requirements screening and environmental worksheets and submits for processing; orders duct clearance when applicable; prepares related lead documents for projects.

Receives and reviews proposals; prepares loan and grant packages; prepares contract documents

and initiates contract closings.

Develops and maintains progress reports for active rehabilitation cases and construction projects.

Conducts regular inspections of ongoing rehabilitation cases; monitors residential and commercial construction for conformity with local, State and Federal codes and regulations; updates contractor activity reports; completes final inspection on assigned cases.

Prepares payment documents, evaluates and processes change order requests prior to recommending payment; closes out jobs upon completion.

Maintains historical logs on projects where there are concerns/complaint by clients, contractors, or staff; resolves complaints or problems within scope of responsibility.

Serves as technical consultant and provides technical assistance as requested to builders, property owners and other agencies regarding general and complex construction activities.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of construction methods, procedures, and materials used in the construction of new or remodeled facilities; thorough knowledge of rehabilitation standards, HUD guidelines, and lead paint regulations; thorough knowledge of contract management for timely, efficient, and effective project construction; thorough knowledge of State and local building code requirements; general knowledge of Federal housing grant requirements, procurement policies, and reporting requirements; skill in the use of construction and engineering equipment; ability to use standard office equipment and associated software, such as Microsoft Office Suite (Word and Excel); ability to make arithmetic calculations; ability to accurately estimate project costs; ability to detect inferior work and enforce construction standards and specifications; ability to understand and work from oral and written instructions and sketches; ability to establish and maintain effective working relationships with associates, local, State and Federal officials, vendors, contractors, homeowners, and the general public

**EDUCATION AND EXPERIENCE:** High school diploma or GED and moderate experience in residential and commercial rehabilitation and construction work, or equivalent combination of education and experience.

### **WORKING CONDITIONS:**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires standing and stooping, kneeling, crouching or crawling and occasionally requires walking, climbing or balancing, pushing or pulling and lifting; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather) and exposure to toxic or caustic chemicals and occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme heat (non-weather) and exposure to vibration;

work is generally in a moderately noisy location (e.g. business office, light traffic).

**SPECIAL REQUIREMENTS:**

Obtain Virginia Department of Health XRF and DOT Hazardous Materials Transportation certification within two years of hire.

Obtain DPOR Lead Risk Assessor and Lead Project Designer licenses within two years of hire.

Valid driver's license in the Commonwealth of Virginia.