

CONSTRUCTION COORDINATOR

If you are willing to take on challenging and diverse assignments with a commitment to serving the community, performance and quality, then Arundel Community Development Services, Inc. wants you to join its team!

Arundel Community Development Services, Inc. (ACDS) is a private, nonprofit corporation established by Anne Arundel County to create and retain affordable housing opportunities for low income residents of Anne Arundel County, MD as well as to ensure the efficient delivery of community development services to those most in need.

Summary

ACDS is seeking an Construction Coordinator whose responsibilities will focus on overseeing various residential and commercial programmatic and construction duties including managing countrywide residential rehabilitation programs and assisting with property management for the Corporations rental housing portfolio. The position offers an opportunity for professional growth in the housing and community

Job Description

General responsibilities include performing a wide variety of duties related to the acquisition, rehabilitation, and accessibility modification processes for residential units, group homes and community buildings. Specific responsibilities include, but are not limited to, conducting building and site inspections, reviewing subdivision plats and site development plans, overseeing the competitive public procurement processes, design and construction oversight, assisting with the planning and development of new programs and projects, monitoring compliance with local, federal, state funding and regulatory requirements, and preparation of written documents, record keeping and file documentation.

Qualifications

The Construction Coordinator position requires a Bachelor's Degree in Construction Management, Business, Finance or related fields with a minimum of four to six years related work experience in residential or commercial construction or any related field with equivalent training and experience that produces the necessary knowledge, skills and abilities to manage residential and commercial rehabilitation activities. Strong interpersonal, writing and record keeping skills are essential, and the ability to successfully direct construction field operations and manage Corporation's construction staff, are highly desirable.

Salary/Benefits

Salary ranges from the mid 50's to low 60's depending on experience. ACDS offers an excellent benefits package including competitive Health Insurance Plans, Dental, Vision, 403(b) Retirement Plan, Long Term Disability Benefits, Life Insurance and Flexible Spending Accounts. Other compensation opportunities include an Incentive and Recognition Programs.

Location: Annapolis, Maryland

Scheduled Hours: Full-time 40 hours per week

How to Apply

Please send cover letter and resume to:

Human Resources

Arundel Community Development Services, Inc.

2666 Riva Road, Suite 210, Annapolis, MD 21401

Or, email to hrresumes@acdsinc.org

Or, Fax (410) 222-7619

An Equal Opportunity Employer

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