



JOB DESCRIPTION

Department	Risk Management
Job Title	Construction Coordinator
Reports to	Director of Construction Management

Job Summary:

The Construction Coordinator will work with the Director of Construction Management and the Construction Manager, as well as a host of outside architect consultants, developer partners and investors. The Construction Coordinator will become familiar with all aspects of the Construction Management Department, working with internal groups including Risk Management, Development, Asset Management and Capital Markets, as well as our lending affiliate, Ohio Capital Finance Corporation. A working knowledge of local, state, and federal building codes, as well as state housing finance agency requirements, will be important.

Essential Job Functions:

Function/Responsibility
<p><u>Responsibilities include:</u></p> <ul style="list-style-type: none">• Work directly with the Director of Construction Management, Construction Manager and Development Assistant in support of OCCH's business operations• Work with third party consultants in the field• Assist with the equity investment process - Reviewing and approving contracts, P&P Bonds, LOC's and insurance requirements.• Work with OCCH's Project Risk Rating System• Work with OCCH's Project Issues Tracking System• Assist with construction reporting for investors• Assist with in-house plan reviews, where candidate will utilize <u>Bluebeam Revu</u> software• Assist in the due diligence process for equity investments• Assist with quarterly Project Status Meetings• Perform onsite inspections• Work with Asset Management and partners as needed
<p><u>Special Projects and Assignments</u></p> <ul style="list-style-type: none">• Assist partners with reviewing plans and specs for annual tax credit applications• Assist with the development and implementation of departmental policy and procedures• Assist with troubled project workouts• Assist with annual Consultant Training Symposiums
<p><u>Third Party Consultants</u></p> <ul style="list-style-type: none">• Assist in managing and maintaining a large multi-state pool of architect consultants• Work with third party architect consultants in the field• Review field reports and field correspondence• Attend job meetings and draw meetings

Equity Investment Process

- Become familiar with the Equity Closing System, including technical plan reviews and track responses, reviewing contracts, budgets, P&P Bonds, and Certificates of Insurance
- Work with Underwriting and Development during the project vetting process
- Review engineering and environmental reports and Comprehensive Need Assessments

Asset Management and Partners

- Assist Asset Management staff and developer partners with construction issues and capital needs projects
- Assist OCCH's affiliate, Community Properties of Ohio, with special projects as needed

Education/Certifications:

Currently have at least an Associate Degree in Construction Management/Technology or Architecture -or- equivalent work experience.

Work Experience:

At least 5-years of experience in the construction industry. Experience in project management a plus.

Knowledge, Skills & Abilities:

To be successful as Construction Coordinator, the candidate should possess a firm grasp of overall residential and multi-family construction knowledge, and excellent interpersonal and communication skills. This candidate should be self-motivated, enthusiastic, pragmatic, a good problem solver and possess traits including teamwork, responsibility, flexibility, negotiation, and a positive attitude.

About Ohio Capital Corporation for Housing:

Ohio Capital Corporation for Housing is an independent, mission-driven nonprofit corporation based in Columbus, Ohio, that works with private and public developers to create affordable housing opportunities. Since its inception, OCCH has raised over \$5 billion in private capital and invested in over 46,500 units of affordable housing in over 800 developments.

Our mission is to advance the preservation, production, and management of affordable housing through collaborative partnerships and innovative thought leadership. Our mission is at the heart of everything we do. Our core values are our building blocks and foundation. Our values of **CREATING: Collaboration & Communication, Respect, Expertise, Accountability, Trust, Innovation, iNclusion & Growth**, will guide our behaviors ensuring a consistent focus on quality and progress toward our vision. Ideal candidates will be passionate about our mission and exhibit our core values with a commitment to continuous improvement and growth.

OCCH is an equal opportunity employer. Equal employment opportunity is not only good practice - *it is the law* and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion and demotion, termination, compensation, and benefits. As an equal opportunity employer, OCCH prohibits unlawful discrimination based on race, religion, creed, color, national origin or ancestry, sex, age, marital status, sexual orientation, gender, gender identity, gender expression, genetic expression, disability, veteran or military status, or any other basis that would be in violation of any applicable federal, state, or local law.