



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

JUNE 15, 2012

#59-12

VACANCY ANNOUNCEMENT

DEPARTMENT: HOUSING IMPROVEMENT PROGRAM

JOB TITLE: COORDINATOR

SALARY: D.O.E.

CLOSING DATE: OPEN UNTIL FILLED

DUTIES:

The Housing Improvement Program (H. I. P.) Coordinator is under the direct supervision of the Tribal Council Chairman or his designee. The Coordinator administers, plans, organizes and oversees the renovations of new/replacement homes on the Colorado River Indian Reservation.

The Coordinator prepares information related to design, specifications, materials, equipment, and estimates cost and construction time. Arranges competitive construction contracts (formal solicitation, acceptance of bids, bid openings selection, awarding, and so forth) for renovation of facilities and structures and new construction. Prepares public announcements for H.I.P. applications and solicitation for bids in newspapers. Prepares program correspondence for Tribal Chairman's signature. Organizes and provides technical assistance and guidance, and monitors construction work and progress of work according to home improvement plans and specifications. Recommends approval of construction progress of work according to home improvement plans and specifications on a timely basis.

The Coordinator is required to report to Federal and Tribal officials, staff and program assisted recipients of H.I.P. Maintain timely schedules of new construction and tracks and monitors the progress of rehab work. Prepares all quarterly reports for review and Tribal Chairman's signature for submittal to the Colorado River Agency Superintendent. Receives and maintains H.I.P. applications in accordance with applicable Federal regulations pertaining to record-keeping and the Privacy Act. Must be familiar with Uniform Building

Codes, Uniform Housing Codes, Uniform Codes and Uniform Fire Codes .Responsible for the procurement of supplies for each project, in accordance with the Tribes' Procurement Policy. Performs other related duties as assigned.

REQUIREMENTS:

Must possess a valid Driver's License. High School diploma or GED graduate. Two year degree in Business preferred. At least five (5) years experience as a general contractor or at least three (3) years experience in any trade/profession directly associated with construction, public relations, or other related field. Must have the ability to comprehend blueprints, mechanical and electrical engineering, and plumbing and structural renovations. Must have strong skills and ability to work effectively with the public, strong office skills, and skills in technical writing for reports and correspondence. Must be knowledgeable and able to interpret all applicable state, county, tribal and federal regulations and ordinances. Combination of education and experience and/or training which provides the required knowledge, skills and abilities related to the construction trade may be substituted for specified job requirements.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.