

Senior Architecture and Construction Coordinator

Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.

Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking a Senior Architecture and Construction Coordinator to build upon their 50+ year leadership in housing finance.

Summary:

Responsible for providing technical assistance, regarding construction and architectural issues, to both the Multifamily Programs Department and the Asset Management Department. Responsible for assisting in the development of Authority policies, procedures and standards pertaining to the construction area. Monitors assigned properties to assure conformity and compliance with Authority policies and standards.

Essential Functions:

- Reviews plans, working drawings, specifications and other documents associated with the various multifamily production programs to assure acceptability with the Authority's architectural and construction standards as well as accepted industry standards. This includes responsibility for plan and specification retention and off-site storage.
- Assist in developing policies, procedures and standards relating to architecture and construction for the Authority.
- Coordinate activities of outside technical and/or professional consultants involved with the review and/or approval of plans, specifications, and other documents for the various multifamily programs.
- Provide technical assistance to other departments within the Authority concerning issues relating to construction and/or architecture for both new and existing properties. This would include working with and reviewing and/or evaluating the work of outside consultants concerning preliminary plans and specifications for the various properties.
- Visit and monitor assigned properties to ensure compliance and conformity with Authority policies and standards. Assignments will consist of both newly and previously financed properties having unique problems thereby requiring special attention.

EDUCATION, EXPERIENCE and SKILLS REQUIREMENTS:

College Degree with major in Architecture, High School Diploma with ICC Plans Examiner Certification, or related field experience plus a thorough knowledge of Federal and State Accessibility Standards and all aspects of multifamily construction. Understanding of sustainable design practices, a plus. Minimum 2-4 years of experience in creating, developing, or reviewing architectural plan sets and 1-3 years of construction field experience in a Construction Administration role is desirable. Extensive computer knowledge in Microsoft Suite is required. Excellent written and verbal communication skills a must.

Excellent benefits package, including 401 (k); immediate vesting. EOE. To apply, submit resume and to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=434488&source=CC2&lang=en_US