



Habitat for Humanity[®]

of San Antonio & Guadalupe Valley

JOB DESCRIPTION

Job Title: Land Development Coordinator
Payroll Status: Full-time, Non-Exempt Position (Paid Hourly)
Supervisor: Assistant Vice President of Land Development
Work Shift: Monday through Friday with some Saturdays and occasional (rare) Sundays

Qualifications:

- Associate degree plus two years relevant experience or bachelor's degree in construction management, planning, geography, environmental science, drafting, or a related field. Equivalent experience may be substituted for education.
 - Proficient computer skills with independent operation and utilization of ESRI ArcGIS Pro, Microsoft Office software programs including Word, Excel, PowerPoint, and Outlook and Adobe Acrobat Pro required.
 - Goal and team oriented, a positive attitude with a good sense of humor, great people skills, with strong written and oral communication skills (bilingual in Spanish a plus).
 - Great organizational skills with proficiency in producing timely paperwork, adherence to policies and procedures, and managing expenses and activities within budget.
 - Ability to effectively multi-task to meet deadlines with minimal supervision.
 - Must pass a background check and drug screening; must have and maintain a Texas driver license and a good driving record.
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Physical Abilities Required:

- Requires the ability to sit at a desk for long periods of time along with the ability to stand, walk, squat, climb stairs and ladders, be on your feet for extended periods of time and independently traverse construction sites.
 - Requires the ability to lift, carry, push, or pull medium weights up to 40 lbs.
 - Requires activities involving being around moving machinery, exposure to dust, and fumes from construction equipment and vehicles.
 - Requires the ability to drive a motor vehicle for business errands during the workday.
 - Requires the use of hands for simple grasping and fine manipulations with good manual dexterity.
 - Requires listening to and understanding information and ideas presented through spoken words and sentences.
 - Must be able to read and understand information and ideas presented in writing.
 - Requires the ability to clearly enunciate words and orally communicate.
 - Requires the ability to function effectively in a fully tobacco-free and vape-free environment without taking tobacco or vape breaks during workday.
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ESSENTIAL DUTIES:

Land Acquisition, Entitlements and Development:

- Utilize GIS software and real estate databases to identify and evaluate land prospects for Habitat's subdivision and scattered site infill home building programs.
- Complete due diligence review on land prospects and prepare feasibility assessments to include thorough site analysis, photographing current conditions, and determining PC and SAWS utility connections via appropriate governmental entities.
- Assist with the preparation and presentation of purchase agreements to property owners and their representatives.
- Assist in the coordination of environmental, soils, archeological, survey, and other necessary pre-purchase reports.
- Assist in coordinating and submitting zoning, variance, master development plan, platting, permitting, addressing, and other required land entitlement processes.
- Assist in the preparation and coordination of contractor/subcontractor bidding and contract documents.
- Work closely with the AVP Land Development to assist in monitoring of construction progress of scattered infill and subdivision development, including coordinating maintenance of vacant land held by HFHSA/GV and weekly field inspections.
- Assist in all reporting requirements for Davis-Bacon and Section 3 processes, including submission within LCP Tracker, on-site interviews, and other wage documentation procedures.

Program Growth & Development:

- Research and analyze trends in affordable housing development as directed by the AVP of Land Development.
- Assist the AVP of Land Development in investigating new opportunities to expand into adjacent counties; coordinate updates in datasets to help determine feasibility based off county/jurisdictional codes and ordinances.

General Operations:

- Support HFHSA ideals and mission through participation in and support of the management team's goals, objectives, and decisions. Communicate them to others in a positive manner.
- Keep the AVP of Land Development fully apprised of all significant issues and all matters requiring managerial attention.
- Ensure strict adherence to HFHSA policies, procedures, and internal controls.
- Collaborate with all departments to achieve both organizational and departmental goals and objectives.
- Other duties as assigned.

Interested candidates should submit a cover letter and resume to:

jobs@HabitatSA.org Attn: Land Coordinator

HABITAT FOR HUMANITY IS AN EQUAL OPPORTUNITY, SMOKE and DRUG-FREE
WORKPLACE EMPLOYER