



## **Full Job Description**

McCaffrey Homes is seeking a Land Development Coordinator to provide support for the Director of Land Development. We are looking for a self-motivated worker, who is familiar with civil engineering and general contracting requirements for land development and single-family home building.

### **What you'll be doing:**

- Assist with all aspects of land development, acquisitions and land/lot purchases
- Assisting in preparation of schedules, bid review and analysis, creation of exhibits estimates, Department of Real Estate processing.
- Processing of permits with municipalities
- Oversee file, setup, distribution and maintenance
- Assist in the preparation of bid packages for all land development bids and track the receipt of required bids.
- Assist in the preparation of bid analysis, ensuring the analysis is supported by proper documentation as required by company policy.
- Assist in Maintaining Project Budgets
- Prepare and Maintain Project Schedules
- Attend meetings as needed with governmental agencies, HOA's etc.
- Assist in obtaining bonds, maintaining bonds and bond releases.
- Organizing and saving critical development information in a digital format
- Field reviews, communication with contractors, agencies etc.
- Assist in processing of reimbursement requests/packages with County
- Must be able to read, analyze, interpret and comprehend financial reports, construction documents, legal documents, surveys, soil reports and technical reports.
- Knowledge of infrastructure/civil land development construction practices
- Assist with coordination between Architect, Landscape Architect, Structural Engineer and internal team for the timely design and processing of plans through design review and construction document approval.
- Responsible for tracking/monitoring plan submittals and review/approval process with local jurisdictions.
- Prepare spreadsheets and work closely with the finance department administering budgets for the land department (accounting knowledge required).
- Process vendor and consultant invoices for payment.
- Conduct Field Reviews as needed.
- Coordinate contractors, inspectors for completion of project as needed
- Work with area municipalities and utility contractors
- Maintain project files and records.
- Prepare check requests.
- Process paperwork for municipalities.
- Maintain subcontractor list for all projects
- Other duties as assigned.

**What you'll need:**

- Knowledgeable on civil engineering and general contracting requirements for the building process of a single family residence
- Ability to read and understand plans, specifications and County codes
- Exceptional organizational capability, including the ability to multi-task
- Action oriented, with the drive to complete projects and tasks to successful closure
- Strong verbal & written communication
- Skilled at use of Microsoft Excel and Microsoft Project and Word

**This opportunity is ideal for someone who:**

- Is well organized
- Enjoys taking on challenges
- Enjoys autonomy and working with little direction
- Thrives in a fast paced environment

**Education and/or Experience:**

- A Bachelor's degree in Construction Management, Civil Engineering, or a related field is preferred
- One year work experience preferred.

Job Types: Full-time

Pay: Based on Experience

Schedule:

- Monday to Friday

Work Location:

- Office (7020 N. Van Ness Blvd Fresno, CA) and Project Site Tesoro Viejo, Madera CA