



## Community & Economic Development Labor and Construction Specialist

INCOG, the regional planning agency for the Tulsa metropolitan area, is seeking qualified candidates for the position of Labor Standards and Construction Specialist with specific interest in assuring compliance with federal labor standards and construction oversight for a variety of grant programs administered by INCOG for member governments.

The position is responsible for the following tasks:

Documentation of compliance with federal labor standards for grant funded construction projects, including Davis-Bacon wage rate compliance by contractors and field tracking of compliance.

Coordination and compliance on construction projects with provisions of federal Department of Housing and Urban Development Section 3 Economic Opportunities for Low Income Persons. Includes record keeping, preparation and submission of federal labor reporting requirements.

Coordinate preparation of construction bid documents for local governments to assure compliance with federal labor and competitive bidding requirements.

Housing Quality Standards inspection and monitoring of housing new construction and rehabilitation, including single family and multi-family units.

The work requires independent initiative with the ability to organize work efficiently and work well with government agencies as well as the public and contractors. General knowledge of federal CDBG and HOME program regulations, and local government bidding and purchasing requirements is preferred.

Qualified candidates should possess a bachelor's degree or higher in construction management or related degree, or experience equivalent to two years of college coursework in at least one of the building trades. Considerable experience requiring knowledge of building construction, building codes and inspection, and housing standards is preferred. Candidate must have demonstrated written and verbal communication skills and strong computer skills. GIS skills a plus.

INCOG offers a comprehensive benefits package, including, medical, vision, dental and retirement plans, and a deferred compensation plan. Beginning salary range \$42,000- \$46,000. Specific compensation will be based on the candidate's qualifications and experience.

To apply please submit your cover letter and resume to: INCOG Personnel Director, 2 West 2<sup>nd</sup> Street, Suite 800, Tulsa, Oklahoma, 74103-3123 or email to: [resumes@incog.org](mailto:resumes@incog.org)