**AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY**

**Request for Applications**

ATCAA Head Start is seeking a Facilities Construction Facilitator to help staff oversee various construction projects to create healthy, safe and attractive classrooms, playgrounds and related facilities for young children and their teachers. The facilitator will help with the creation of bid packages, conduct walk-throughs, review bids and inspect work done by general contractors. Examples of projects include building remodeling projects and playground installation.

**Required knowledge and experience**: Experience/knowledge of permit processes, general contracting experience. **Desired Knowledge and Experience**: Davis-Bacon Requirements for construction projects, Public building projects, early childhood building projects.

This is a contracted position that will be on an as needed basis. Our estimate is that it will be 200 – 250 hours per year. To apply, please provide a resume outlining your qualifications and your hourly rate requirements.

Submit to:

Jackie Roberts, ATCAA ECS Operations and Budget Manager

427 N. Hwy 49, Suite 305

Sonora, CA 95370

Or you may apply on the ATCAA website [www.atcaa.org](http://www.atcaa.org)

For questions, please contact Jackie Roberts at jroberts@atcaa.org

**Examples of job duties are outlined below:**

* Work with ATCAA Early Childhood Services (ECS) Operations and Budget Manager on budget and timeline for construction projects, including cost estimates and change orders.
* Meet with City/County building officials as needed.
* Meet with engineers, ATCAA staff and any general contractors or sub-contractors involved with ATCAA's new construction, rehabilitations, facility improvements, playgrounds and maintenance projects.
* Assist ATCAA staff in reviewing certified payrolls and determining compliance with prevailing wage/Davis-Bacon or other wage requirements in documentation and at the worksite.

 And other duties as assigned

 Job open until filled