

Position Title: Construction Project Manager		Date of Last Revision: New	
Reports to:			
Location:		Schedule: Monday-Friday 8:00 am – 4:45 pm	
Job Code:	Pay Grade/Range:	FLSA Status:	

Basic Function of Position:

Under general supervision, perform project management and development work, including planning and coordination of design/implementation meetings with staff, residents and outside consultants, development and coordination of schedule, oversight of rehab and construction activity; and contract monitoring for rehabilitation projects, new construction projects, including multi-family and single-family residential and commercial/retail buildings, and the maintenance of facilities, systems, and structures; ensure that contracts are completed on time, within budget and in conformance with contract documents.

Duties and Responsibilities:

1. Participate in planning, budgeting, formulating design alternatives and solutions for new construction and rehabilitation projects with recommendations that reflect the most viable options.
2. Schedule projects in logical steps and budget time required to meet deadlines.
3. Develop scope of work, schedule, and budget for various construction, rehab, and maintenance projects.
4. Assist with the procurement of contractors, materials, and services. Assist in preparing procurement documents, particularly for informal, small-scale procurement. If the procurement is for professional services, assist in developing scope of work and evaluation criteria. Conduct walk-throughs and respond to requests for clarification as needed. Offer award recommendations as needed.
5. Coordinate and oversee contracts, negotiate modifications to contractual agreements with architects, engineers, consultants, suppliers, and contractors, and offer recommendations for contract change orders and amendments.
6. Oversee contracts for professional services, including architectural and engineering services, environmental consultants, etc. Coordinate production of design plans, specifications, and construction documents prepared by consultants.
7. Monitor contractor and consultant adherence to contract requirements, including schedule, budget, and construction documents. Take appropriate action with contractors and consultants.
8. Review payment requests and revise as needed prior to recommendation for approval and submission for processing.
9. Prepare project status reports and work with the contractor/consultant to obtain reports needed to close-out contracts.
10. Work with consultants to ensure that their plans, specifications, schedules, and design strategies meet the project objectives.
11. Assist with the development and implementation of design and construction standards and ensure compliance with same.
13. Perform other duties as assigned.

<p>Education: Bachelor's Degree in Civil Engineering, Construction Engineering, Architecture, Construction Management, or related area.</p>
<p>Work Experience: Minimum of four years' construction-project management experience, preferably with majority of time spent on multi-family residential buildings.</p> <p>Minimum of three years' business experience requiring knowledge of basic accounting, budgeting, and cost allocation procedures.</p> <p>At least one year of experience in construction cost estimating and scheduling construction/rehab projects</p> <p>Minimum one year of experience with any project or construction management software.</p>
<p>Knowledge: Building and Construction: Knowledge of materials, methods, and tools involved in the construction or repair of houses, buildings, or other structures; and knowledge of best practices in affordable housing development and sustainability</p> <p>Knowledge of the U.S. Department of Housing and Urban Development's requirements for public housing, including accessibility and energy efficiency</p> <p>Mathematics: Knowledge of arithmetic, algebra, geometry, and their application.</p> <p>Design: Ability to read, interpret and analyze blueprints and drawings.</p> <p>English language: Knowledge of the structure and content of the English language.</p> <p>Administration and Management: Knowledge of business and management principles related to the construction industry.</p> <p>Functional knowledge of Microsoft Office Suite.</p>
<p>Type of Skill and/or Licensing/Certification/Registration: Valid Wisconsin Driver License</p>
<p>Leadership/Supervisory Responsibilities: No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice, and training to staff.</p>
<p>Independent Judgment/Decision Making/Problem Solving: Solid problem-solving skills and the ability to work efficiently and independently. Perform duties within scope of general Housing Authority policies, procedures, and objectives. Analyze problems and develop feasible solutions. Perform needs assessments. Use judgment in adapting broad guidelines to achieve desired results. Regular exercise of independent judgment within accepted practices. Make recommendations that affect policies, procedures, and practices. Refer exceptions to policy and procedures to the supervisor.</p>
<p>Nature/Type of Contacts: Regular contact with others, including Housing Authority staff, contractors, consultants, residents, landlords, general public, and visitors. Purpose of contacts is to explain, clarify, or interpret information. May handle confidential information and some complex matters.</p>

Working/Environmental Condition/Physical Demands:

Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions. Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling objects of moderate weight, and/or using or carrying equipment. Work may require routine travel. Requires the ability to: read computer screens; read blueprints; view construction quality and progress of the work on a construction site and detect construction equipment site hazards. Requires the ability to get from office to job site where construction is being performed and to move about the job site to inspect work performed.

Mental Requirements:

Requires the ability to: process verbal information; understand written sentences and paragraphs in work related documents; and communicate with others to convey information effectively.

Requires the ability to think logically in following procedures and instructions.

Requires the ability to compute, analyze, and interpret numerical data for reporting purposes.

Requires ability to frequently meet deadlines with attention to detail and to complete tasks and required documentation in a timely manner.

I believe that the statements made above in describing this job are complete and accurate.

Signature of Department Head or Designated Representative

Signature of Incumbent

