

# HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

## CONSTRUCTION MANAGER | HOUSING DEVELOPMENT

SALARY RANGE: \$105,000- \$115,000/Annually

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job description.

**EMPLOYEE CLASSIFICATION:** This position is classified exempt, thus, not eligible for overtime compensation.

### **DEFINITION**

The Construction Manager (CM) brings in field expertise and experience that consists of preconstruction and construction phase design work along with construction management. The CM will be involved in guiding early phases of design and will serve as the key individual on translating site plans, design drawings, construction techniques, and critical path schedules, and playing an integral part of delivering high quality, cost effective, sustainable, affordable housing.

### **DISTINGUISHING CHARACTERISTICS**

This single position management classification is responsible for new construction and major rehabilitation projects including completion of plan review, evaluation of value engineering suggestions, and staying compliant with preconstruction processes and building guidelines. Additionally, the CM will assist the development team in general contractor selection, evaluation of subcontractor bids and development of rehabilitation scope.

### **SUPERVISION RECEIVED AND EXERCISED**

Operates under the direct and general direction of the Director of Housing Development and the Authority's Executive Director. Provides direct supervision and general supervision to a workforce consisting mainly of force account trades technicians and helpers.

### **JOB DUTIES/RESPONSIBILITIES**

1. Oversee and coordinate professional and technical activities relating to the development, acquisition, financing, construction and/or rehabilitation of low and moderate-income housing
2. Proactively identify applicable emerging trends in design and construction.
3. As requested, advise on and assist in the implementation of sustainability standards on designated properties to achieve overall green building goals related to long term sustainability of the building, both physically and financially
4. Working with development and asset management staff, identify, evaluate, and implement potential sustainable technologies, retrofits, and financing opportunities for the pipeline and existing portfolio
5. Review all development projects at conceptual design, 100% design development and 50% construction documents.
6. Provide review and recommendations during value engineering process, to include attending design development meetings and others as appropriate. Following each meeting, evaluate proposed VE suggestions to assess cost and benefit and provide recommendations to President

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7. Provide support to Sr. Construction Manager and NON-PROFIT team personnel, as necessary, during project construction including evaluation of construction progress, review and evaluation of potential change orders, review and evaluation of contractor's critical path schedule, etc.
8. Administer and manage construction, rehabilitation, and reconstruction contracts; review and analyze contract terms; monitor prevailing wage requirements.
9. Participate in the development and preparation of proposals and applications for funding
10. Review monthly draw requests; evaluate and make recommendations on requests for change orders
11. Verify completion of work in progress to permit periodic payment to contractors; review requests for payment and determine percentage of project that is complete
12. Maintain appropriate records and statistics on development activities; prepare and submit required Federal and State forms and reports.
13. Review and interpret local, State and Federal housing laws, rules, and regulations
14. Participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.
15. Perform technical inspections of construction projects to ensure compliance with contract documents and applicable codes, laws, and regulations relative to public housing
16. Serve as NON-PROFIT representative and inspector at job sites involving new construction, reconstruction, or remodeling; resolve contract and/or tenant issues relative to on site activities
17. Review plans, specifications, and construction documents for conformance with codes, standards and regulations
18. Coordinate punch list inspections of interior and exterior of each project in collaboration with Project Manager, Property Management, Architect and third-party consultants to ensure quality standard is achieved.
19. Coordinate systems turnover training and inspection to ensure site staff are trained in all site systems including video taping of systems walk, retention of as-built plans and other permanent project records to ensure long term asset management.

### OTHER JOB FUNCTIONS

1. Prepare requests for proposals for a variety of development contracted services.
2. Participate on special projects as assigned, work with outside organizations and agencies in the achievement of project goals and objectives
3. Perform related duties and responsibilities as required.

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## SPECIAL REQUIREMENTS

**KNOWLEDGE OF:** Principles and practices of effective management techniques; Operations and services of public housing construction programs; Methods and techniques of contract administration and negotiation; Principles and practices of construction and rehabilitation of housing units; Principles and procedures of record keeping; Principles of business letter writing and basic report preparation; Principles and practices of public housing program development and implementation.; Basic procedures, methods and techniques of budget preparation and control; Pertinent Federal, State and local laws, codes and safety regulations. Understanding of all Green Building Codes and Title 24 requirements relative to construction means and methods.

**Has the ability to:** Coordinate and direct housing development programs. Recommend and implement goals and objectives for providing housing development services. Analyze, administer, and negotiate contracts. Prepare applications for project development. Participate in the development and preparation of proposals and applications for funding. Provide technical assistance to contractors during project construction. Interpret and explain Federal and State policies and procedures. Prepare and administer development program budgets. Allocate limited resources in a cost-effective manner. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work including the public. Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities. Maintain physical condition appropriate to the performance of assigned duties and responsibilities. Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

## LICENSE OR CERTIFICATE

Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Obtain certification in construction inspection.

## EDUCATION

Associate degree from an accredited college or university with a major in construction technology, engineering, or a related field. Possession of a bachelor's degree from an accredited college or university in one of the related fields may be substituted for one year of required experience.

**Experience** – Four (4) years of increasingly responsible experience in building construction or building rehabilitation, or construction inspection; and administrative or lead responsibility in a construction or rehabilitation program.

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## WORKING CONDITIONS

The physical demands and working environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## PHYSICAL CONDITIONS

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high precarious places; fumes or air born particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually very loud.

## INSURANCE

Be insurable by the Housing Authority's insurance carrier.