

CONSTRUCTION MANAGER I

DEFINITION

Under direct supervision, provides professional, technical, and administrative support for the Housing Authority's (Agency) construction and rehabilitation projects and programs; coordinates assigned activities with other Agency departments, outside agencies, and the public; provides responsible, professional assistance to assigned management personnel in areas of expertise; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Assistant Director of Housing: Asset Management and Compliance. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the construction management series. Initially, under close supervision, incumbents apply concepts and work procedures and methods in assigned area of responsibility to resolve problems of moderate scope and complexity. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence. Incumbents begin to exercise some independent discretion and judgment in selecting and applying work procedures and methods. This class is distinguished from the Construction Manager II in that the latter is responsible for more complex and higher-level project management functions and exercises a higher level of discretion and independent decision-making.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, oversees, and participates in the development and administration of comprehensive projects and programs involved in coordinating, managing and monitoring construction and rehabilitation programs and projects for Agency-owned and managed or for privately-owned housing units.
- Works with and directs building construction/rehabilitation consultants on nature and extent of construction work appropriate for projects; review inspection reports; and document the scope and requirements of construction/rehabilitation to ensure the development of the design meets the project requirements.
- Oversees capital asset planning strategy including the monitoring of future capital needs and making decisions that could impact operating budgets.
- Procures contractors and consultants as it relates to new projects and existing projects (i.e. civil engineer, environmental, surveyors, development consultants, etc.)
- Prepares, solicits and reviews bids and proposals for major equipment repairs, and capital improvement and construction activities related to Agency owned/managed affordable housing projects; participates in the review and selection of bids.
- Contributes to the development and administration of division budget.
- Meets and confers with department staff and interprets Agency and departmental policies and procedures.
- Monitors programs and projects to ensure compliance with laws, regulations, codes, contracts and Agency standards and requirements.
- Creates and maintains a variety of records and files pertaining to construction and rehabilitation programs and projects; reviews and contributes to the creation of Agency Board reports.
- Coordinates the unit's activities with other agencies and Agency staff.
- Maintains working and official databases and files.
- Monitors changes in laws, regulations, and technology that may affect Agency or divisional operations; implements policy and procedural changes as directed.
- Assists with resolutions and alternative recommendations for complaints and inquiries.
- Manages technical aspects in connection with modernization, maintenance, new construction, and commercial building tenant improvement project work.
- Prepares staff reports, various management and information updates, and reports on construction management programs and special projects developed for the Agency Board.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of construction management and other types of public services as they relate to the area of assignment.

Participates in the planning, development, and implementation related to new housing development and/or acquisition deal negotiations.

- Reviews program applications to secure Federal, State, and local funding commitments and the reporting of alternate funding sources, and ensuring compliance with Federal, State, local, funding agency, and Agency accounting and reporting requirements and applicable laws, regulations, and professional accounting practices.
- Performs special studies, analyses and projects as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

A bachelor's degree from an accredited four-year college or university with major coursework in architecture, engineering, construction management, business administration, public administration or a closely related field, and two (2) years of experience in construction management or inspection.

Licenses and Certifications:

Possession of or the ability to obtain and retain a valid California Driver License and a driving record acceptable to the Agency.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Basic principles and practices of budget development and contract administration.
- Organization and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Basic principles and practices of comprehensive project and program development, implementation, and management.
- Principles, methods, and materials used in building construction.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Agency in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Effectively administer a variety of programs and administrative activities.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the Agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Work is performed in an office environment and in the field. The office environment requires the mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds. The field environment requires the mobility to walk long distances, traverse uneven, hilly terrain, climb ladders, and stairs. The field work requires the agility to inspect temporary, unfinished, construction sites and access points, which may include entry into confining spaces and inspecting sites of significant height. Requires the ability to operate a motor vehicle to visit various Agency development and meeting sites.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes/odors. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.