

CONSTRUCTION PROGRAMS MANAGER

DEFINITION

Manages, either directly or through subordinate levels of supervision, new construction, and facility maintenance and repair projects, within the Facilities and Housing Departments of the Santa Clara County Housing Authority (Agency). Projects are for properties owned and managed by the Agency, or for privately-owned, housing units. Efforts include:

- project scope and budget development, and Architectural Programming, in order to address Agency facility needs;
- developing and implementing project delivery solutions including Design-Bid-Build, Construction-Manager-at-Risk (CMAR), and other methods;
- developing, awarding, and managing contracts for Architect/Engineering (A-E) services, construction, construction management, inspection, and other related professional services.

Coordinates assigned activities with other Housing Authority (Agency) departments, officials, outside agencies, and the public; fosters cooperative working relationships among Agency departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Assistant Director of Development and Inter-Agency Relations and the Assistant Director of Asset Management in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Deputy Executive Director. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff, through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a mid-management classification that oversees, directs, and participates in all activities of the work, including short- and long-term planning and development and administration of departmental policies, procedures, and services. Although directly reporting to the Deputy Executive Director, this position also assists the Assistant Director of Development and Inter-Agency Relations, the Assistant Director of Information Technology and Facilities and the Assistant Director of Housing: Asset Management in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public procurement process, Agency functions and activities

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.

- Develop project(s) scope and budget, and oversee Architectural Programming, in order to address Agency facility needs;
- Develop project schedules and monitor and report progress against these schedules;
- Develop, advertise and award contracts for professional services including A-E, Commissioning, and Construction Management;
- Supervise and participate in the development of designs, plans, specifications, estimates, and contracting documents for construction, maintenance and repair projects;
- Perform constructability and bid-ability of designs prepared by A-E firms;
- Manage the advertisement, bid and fee-proposal analysis, and award of all contracts;
- Oversee the full gamut of construction management efforts on projects in construction phases, including quality assurance, change orders, value engineering, progress payments, Labor Compliance, disputes mitigation and resolution, etc.
- Coordinates and makes recommendations regarding status of work; provides regular detailed reporting/metrics on existing projects, resources allocation, project status completion statistics, any variances to plan and forecasting of future needs; reviews and monitors project work to ensure that progress is within expected guidelines and is completed on time and within budget.

- Represents the department to other Agency departments, elected officials, and outside agencies; lead and make presentations to the Agency Board and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of acquisition, construction, and real estate development. and explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Manage project budgets in an effective and efficient manner, and prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Assistant Director.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for development activities; establishes, within Agency policy, appropriate budget, service, and staffing levels.
- Selects, trains, motivates, and directs assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department/division's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Agency needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- 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 community development, business, economics, urban planning, or a related field and seven (7) years of progressively responsible experience in Project/Construction Management of Commercial or Public Facility Construction / Rehabilitation / Building Retrofit with full responsibility for coordinating complex projects, including three (3) years in a supervisory or management capacity.

Other desirable certifications include:

- Possession of a valid Certified Construction Manager (CCM) credential may be substituted for the required education
- Preferred Licenses and Certificates
- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the State Board for Professional Engineers and Land Surveyors
- A valid Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI)

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:

- Public procurement process and the difference between public and private work, including contract management practices in a public agency setting.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Budget development, contract administration, Agency-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.

- Principles and practices of architecture and engineering, as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of municipal facilities and miscellaneous buildings, structures and systems, including parking lots and utilities.
- Methods, materials and techniques used in the construction of public works projects.
- Regulations, principles, practices, methods, and procedures of Low-Income Housing Tax Credit (LIHTC), tax-exempt bond, Housing and Urban Development (HUD) and other affordable housing funding programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles of limited partnership agreements and real estate legal documents.
- Methods and techniques for the development of presentations, business correspondence, and information distribution.
- Research and reporting methods, techniques, and procedures.
- Record keeping principles 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:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Direct inspections and achieve compliance with contracts, construction plans and specifications, and keep construction projects within approved budgets and their schedule; analyze claims and approve payment requests from consultants/contractors.
- Participate in public hearings, prepare and present project status reports.
- Identify and manage timely responses to CEQA, ADA, energy conservation, and other special requirements.
- Participate in the development of strategic facilities plans and assessment of existing structures.
- Provide administrative and professional leadership and direction for the department and the Agency.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of asset management programs and administrative activities.
- Conduct effective negotiations and effectively represent the Agency and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- 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 50 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. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.