

**Position Description**

<b>Position Title:</b>	Senior Construction Manager	<b>Department:</b>	Real Estate
<b>Reports to:</b>	Assistant Director of Real Estate Development or Assistant Director of Asset Management	<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Exempt	<b>Date Created:</b>	6/23/2022
<b>Representation Status:</b>	Unrepresented	<b>Date Revised:</b>	N/A

**Summary**

The primary purpose of this position is to perform the most difficult and highly complex professional work in the planning, management and oversight of Santa Clara County Housing Authority (SCCHA) construction and rehabilitation projects and programs for Agency-owned and managed or for privately-owned housing units. As part of the Real Estate Department management team, oversees critical, high risk or high visibility assignments and activities involving other Agency departments, contractors, governmental agencies, community groups, and various businesses, regulatory organizations, and the public; provides responsible construction management expertise and coordination and may be assigned to exercise supervision over and/or provide technical and functional direction to staff. Incumbent is responsible for performing construction management work with significant complexity and accountability and exercises a high level of work autonomy, discretion and independent decision-making under general direction of the Assistant Director's in the Real Estate Department.

The essential duties and responsibilities listed below support the Santa Clara County Housing Authority's ("SCCHA") mission, strategic goals, and objectives.

**Essential Duties and Responsibilities**

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

- Provides professional support and consultation to the Assistant Director's in the Real Estate Department and assists in overseeing the teams; may exercise supervision over and/or provide technical and functional direction to staff.
- Develops reliable project schedules to meet the demands and needs of the agency and monitors and reports on progress against these schedules often under competing deadlines.
- Develops, advertises, reviews bids and awards contracts for professional services including Architect/Engineering (A-E), commissioning, proposals for major equipment repairs, and capital improvement and construction activities, inspections, and other professional services related to Agency owned/managed properties.
- Manages and participates 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.
- Directs building construction and rehabilitation consultants and contractors on nature and extent of construction work; reviews inspection reports; and documents the scope and requirements of construction/rehabilitation to ensure the development of the design meets the project requirements.
- Conduct meetings with contractors, subcontractors and architects to coordinate the construction process; review and approve plans, specifications and designs and recommend actions; monitor schedule, monitor technical and safety requirements, ensure project documentation is maintained, review pay applications, inspect work and review change order requests.

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- Manages project budgets in an effective and efficient manner, and prepare, review, and present staff reports, various management and information updates, and reports on special projects as assigned including to the Board of Commissioners.
- Stays up-to-date on and interprets, applies, and explains federal, state, and local laws and regulations, and policies, procedures, and practices of assigned position.
- Evaluates, recommends, and develops improvements in operations, procedures, policies, or methods.
- Prepares and presents clear and concise reports, correspondence, policies, procedures, and other written materials. Researches, analyzes, and evaluates new service delivery methods, procedures, and techniques.
- Conducts research projects, evaluates alternatives, makes sound recommendations, and prepares effective reports including staff and Board reports.
- Effectively represents the Department and the Agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals and the public.
- Establishes and maintains a variety of filing, record-keeping, and tracking systems.
- Organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner; organizes own work, sets priorities for self and others, and meets critical timelines/deadlines.
- Uses tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

## QUALIFICATIONS

### Education and/or Experience

*Any equivalent combination of education and experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:*

A bachelor's degree from an accredited four-year college or university with major coursework in community or real estate development, construction management, business or public administration, or a related field and five (5) years of progressively responsible experience in the management of commercial or public construction, rehabilitation, and retrofit activities involving full responsibility for coordinating complex projects, including two (2) years in a supervisory or management capacity. Other credentials that would suitably qualify someone for this position include: registration as a Certified Construction Manager (CCM); possession of a Certificate of Registration as an Architect by the California Architectural Board or as a Professional Engineer by the State Board for Professional Engineers and Land Surveyors; and a valid Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI).

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

### Core Competencies

*This position requires the incumbent to exhibit the following behaviors, knowledge, skills and abilities:*

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*Advancing Inclusivity and Leveraging Diversity:* Works to create a culture of inclusivity where individuals of diverse cultures, demographics, interpersonal styles, abilities, motivations or backgrounds are and feel valued for their unique perspective and talent; inspires and makes the most effective use of the capabilities, insights and ideas of all individuals.

*Commitment:* Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

*Customer/Client Service:* Meets/exceeds the expectations and requirements of internal and external customers and clients; identifies, understands, monitors, and measures the needs of both internal and external customers and clients; talks and acts with customers and clients in mind. Values and recognizes work colleagues as customers.

*Effective Communication:* Ensures important information is clear, concise and organized to be passed to those who need to know verbally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others. Actively listens and understands the audience to adapt messages appropriately. Applies knowledge of methods and techniques for the development of effective presentations, business correspondence, and information distribution based on audience needs.

*Initiative:* Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

*Integrity:* Exhibits honesty with oneself, coworkers, and customers. Stands up for what is fair, honest, ethical, and morally right even, in the face of opposition.

*Job Knowledge and Skill:* Exhibits requisite knowledge, skills, and abilities to perform the position effectively including management of construction and/or rehabilitation of affordable housing properties; development and monitoring of public project budgets; procurement and solicitation methods and professional service and contract administration; regulations, principles, practices, methods, and procedures of Low-Income Housing Tax Credit (LIHTC), tax-exempt bonds, Housing and Urban Development (HUD) and other affordable housing funding programs; and procedure, and policies, goals, objectives, operational entities, requirements, and activities as they apply to the assigned position. Uses appropriate judgment & decision making in accordance with level of responsibility; and researches and reports on various topics using a broad range of methods, techniques, and procedures.

*Judgement & Decision Making:* Exhibits sound reasoning and critical thinking skills by making decisions in line with established Agency expectations. Make decisions in compliance with the law and Agency policies and subordinate personal interests and views while representing the Agency acting in an official capacity.

*Responsiveness and Accountability:* Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

*Strategic Capability and Leadership:* Serves as a role model to others by keeping the agency's mission, vision and values at the forefront of decision making and action; applies administrative and leadership principles and practices to work, including strategic goal setting and program and policy development, implementation, and evaluation; supports a culture of professional employee development through mentoring and coaching; provides direction by effectively supporting and/or setting course of action for department, direct reports, and team members.



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Supervising and Managing Team Success: Operates effectively within the agency and monitors, supervises and manages, people, resources and risk. Has knowledge of and ability to apply principles and practices of workforce management and employee supervision in the analysis and evaluation of projects, programs, policies, procedures, and operational needs; monitors people and program performance by providing regular feedback and reinforcement to direct reports and team members.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

Technical Skills: Exhibits requisite knowledge, skills and ability to perform duties using computers and peripheral equipment, and software skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn computer software programs as required by assigned tasks.

**Work Environment/Physical Demands**

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. 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.

**Read and Acknowledged**

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**Employee Signature**

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**Date**

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**Employee Name [printed]**