



Position Description

Position Title:	Project Manager, Construction	Department:	Real Estate
Reports to:	Assistant Director of Asset Management	Employment Status:	Full-Time
FLSA Status:	Exempt	Date Created:	July 2017
Representation Status:	Unrepresented	Date Revised:	February 7, 2024

Summary

The primary purpose of this position is to provide difficult and complex professional, technical, and administrative support for the Santa Clara County Housing Authority’s construction and rehabilitation projects and programs and provide highly responsible and complex professional assistance to assigned management personnel in areas of expertise. The incumbent will perform duties related to the programs and activities of the division relating to the construction and rehabilitation projects for the Santa Clara County Housing Authority’s owned/managed or privately-owned units including diverse, specialized, and complex work involving significant accountability and decision-making responsibility and coordinate assigned activities with departments, outside agencies, and the public.

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.

- Plans, manages, oversees, and participates in the construction and rehabilitation projects for Agency-owned and managed or for privately-owned housing units.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department.
- Participates in design development and construction document review for new construction and rehabilitation projects.
- Directs building construction and rehabilitation consultants and contractors on nature and extent of construction work appropriate for projects; reviews inspection reports; and documents the scope and requirements of construction/rehabilitation to ensure the development of the design meets the project requirements.
- Prepares, solicits and reviews bids and proposals for major equipment repairs, and capital improvement and construction activities related to Agency owned/managed multi-family residential communities; participates in the review and selection of bids.
- 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.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, and procedures; identifies opportunities for improvement and recommends to the manager.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends discipline to the manager.
- Meets and confers with department staff regarding interpretations of policies and procedures.

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- Creates and maintains a variety of records and files pertaining to construction and rehabilitation projects; reviews and contributes to the creation of Agency Board reports.
- Coordinates the team's activities with other agencies and Agency staff; provides technical direction and implementation strategy to staff in all construction matters.
- Assists Senior Development Manager in overseeing and administering activities of the Team.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Participates in the planning, development, and implementation related to new housing development and/or acquisition deal negotiations.
- Interprets, applies, and explains federal, state, and local laws and regulations, and policies, procedures, practices and contracts 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.
- 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 architecture, engineering, construction management, business administration, public administration or a closely related field and five (5) years of experience in construction management or inspection.

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.

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Core Competencies

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

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 principles and practices of budget development and contract administration, monitoring and evaluating work performance of contractors, consultants, engineers and subcontractors including extensive knowledge, methods and techniques of building design and construction methods, techniques and industry standards, housing development and rehabilitation activities and general knowledge of various skilled trades such as HVAC, plumbing and electrical systems repair and installation along with applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including OSHA safety regulations and environmental remediation processes. Methods and techniques for the development of presentations, construction cost estimating, contract interpretations and negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures. Principles and practices related to physical assets, maintenance practices and policies, procedures, 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.



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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.

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; however, this class may be performed in an environment with exposure to various odors/fragrances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, virtually and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. 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 up to 25 pounds.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]