

May 2024
FLSA: EXEMPT

CONSTRUCTION PROJECT MANAGER

DEFINITION

Under general direction, oversees assigned projects and initiatives in support of the Housing Authority of the City of Alameda (Authority)'s affordable housing developments. This may include rehabilitation of properties, re-use and updating of Authority facilities, and administration of financing/funding for projects. Provides highly responsible and complex professional assistance to the Director of Housing Development and the Director of Portfolio Management in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Housing Development and the Director of Portfolio Management. May exercise functional direction over technical and clerical staff.

CLASS CHARACTERISTICS

This is a single position classification responsible for overseeing project management for rehabilitation projects that are funded through a variety of private, federal, state and local sources. The incumbent organizes and oversees day-to-day planning, design and implementation of complex, development projects. Incumbents assist in short- and long-term planning, development, and administration, with particular emphasis on the needs, requirements, and regulations of affordable housing and public finance. Successful performance of the work requires skill in coordinating divisional work with that of other departments, divisions, and outside agencies.

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.

- Manage all aspects of the agency's capital improvement projects and rehabilitation projects of affordable housing or Authority-owned facilities.
- Manage all aspects of rehabilitation projects of affordable housing units or Authority facilities; including working interdepartmentally and with 3rd party property management to determine priorities, coordinate design and scope (including methods to meet affordable housing program requirements such as sustainability, ADA, and unit mix issues), contracting, negotiating with

contractors, regulators and other interested parties; comply with regulations, assist in the process of solicitations for consultants, developers, and contractors, and tracking of budgets, monitoring construction, reviewing all billing, reporting, and all other steps in the construction process.

- Analyze current operations, inventory, and maintenance records at property, as needed, to develop priorities for scope of work in terms of equipment lifecycle, operation costs, frequency of repair, energy efficiency and other needed upgrades.
- Collect, compile, and analyze housing development programs information from various sources; prepare reports which present and interpret data; identify options and alternatives; make and justify recommendations on the construction and physical requirements. Supports the assigned Housing Development Department Senior Project Manager with application items regarding construction costs, and construction and physical requirements.
- Reviews and supports the completion of applications for funds and/or loans; pursues new or alternate financing and other resources for project funding including private and public sources; assists in assuring that a viable financing plan is approved for each project.
- Develop and prepare a variety of applications for project developments including rezoning applications, permits, maps and documents on housing rehabilitation operations and activities; submit documents to local jurisdictions for endorsement.
- Reviews and oversees the preparation and dissemination of Requests for Proposals or Qualifications, responds to questions and inquiries from respondents; evaluates proposals and makes recommendations to Senior Management, and the Board of Commissioners.
- Assists in the process of requests for proposal for consultants, analyze proposals; participate in the selection of appropriate contractor for services. Work with other Agency staff to review, analyze and administer contract, and negotiate contract terms for services to be rendered.
- Directs, monitors, and evaluates the work of assigned consultants and contractors according to the Authority's standards and pertinent agreements/contracts; assists in the development of appropriate contract language; provides clear, concise, and consistent direction; acts as a resource and Authority representative to consultants and contractors regarding administrative and operational policies, procedures, and guidelines.
- Participates in the development, administration, and monitoring of assigned project budget(s) and fiscal activities; tracks expenditures; projects future funding needs; helps to identify appropriate and available funding sources; responds to questions regarding appropriate uses of funding; maintains relevant records and documentation.
- Develops and implements Section 3 programs and Davis Bacon/State of California labor compliance programs as required. Prepares and submits reports and documents as needed.
- Conduct regular construction site inspections of development projects and provide guidance on difficult inspections, construction problems, or construction related

negotiations or mediation. Maintain necessary communications with building and rehabilitation inspectors.

- Conduct regular construction update meetings with onsite property management staff and provide guidance on safety, maintenance, timeline, tenant relocation, and construction problems. Maintain necessary communications with third party property management, Asset Management, and the Portfolio Management Department.
- Prepare and submit necessary project reports to funding and regulatory agencies and ensure compliance with current regulatory guidelines.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on assigned programs and special projects to a variety of committees, the Board, and the general public.
- Assist in the resolution of conflicts between project consultants and contractors, tenants and the local community of the prospective and developing project sites.
- Close out rehabilitation construction projects by obtaining all final permits, as-built plans, close out reports on sustainability, toxic substances and abatement. Assure that warranty binder is complete and that property management staff, Asset Management and the Portfolio Management team have been trained on warranty timelines and processes. Provide final required documents to fulfill placed-in service requirements for funding sources (including signed – off permits, consultant closure reports, commissioning reports, etc.).
- Provide technical support to the Housing Development Department, to answer technical construction management questions by researching and interpreting applicable policies and regulations.
- Respond after hours to major construction or building related emergencies. Other staff are assigned to routine after hours response.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local regulations as they relate to construction and rehabilitation and reporting requirements.
- Principles and practices of: local government, grant development and administration, urban planning, community redevelopment, real estate, building and housing codes, housing issues, construction, general accounting, project administration, and policy development.
- Public, private and non-profit funding sources and regulations applicable to the development, acquisition and rehabilitation of affordable housing.
- Principles and practices of real property acquisition, lending, development, and disposition.

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Public Agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organization and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- 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 Authority 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 Authority staff.
- Basic building construction or maintenance activities as they pertain to maintaining and preserving long-term assets

Ability to:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- Write a comprehensive scope of work for competing vendors to bid during the RFP/RFQ process.
- Analyze complex bids and contracts as they pertain to the procurement process and prepare and provide reports on competing bids.
- 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 Authority 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 harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university (documentation of diplomas or equivalent certifications will be required for hire) plus a minimum of three (3) years of relevant experience in construction project management or multifamily property management with a strong emphasis on renovation/major maintenance. Experience in contract management and procurement of construction services is required. Experience in an affordable housing and public procurement setting is preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment. Must be able to be insured under AHA's owned automobile insurance policy.
- Current or prior general contractor license (CA) is preferred but not required.

PHYSICAL DEMANDS

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 Housing Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although the job involves fieldwork requiring frequent walking in operational areas to inspect projects, identify problems or hazards 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 weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees, when working in the field, may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, 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.