

POSITION TITLE: Vice President of Modernization

DEPARTMENT: Modernization

STATUS: Exempt

SALARY: \$95,000 - \$105,000

POSITION SUMMARY:

Reporting to the Chief Facilities Officer, the Vice President of Modernization is a leadership position that manages the capital investments for the WHA and its related entities. The VP of Modernization will forecast the physical needs of each property; prepare and implement all necessary funding processes required, including HUD Capital Fund Program and Massachusetts DHCD Formula Fund Program, as well as applying for various grant funding sources to ensure that all facilities are modernized in order to provide decent and safe housing over the long term. The VP of Mod supervises a team of approximately ten Modernization Department staff, including construction project managers, architect, resident liaisons, and other administrative staff. The VP of Mod will providing guidance and direction, regular feedback and supervision, as well as project support. This is an onsite, in-person (not remote) position located in Worcester, Massachusetts.

ESSENTIAL FUNCTIONS:

1. Supervises all Modernization Department staff, providing leadership, direction, regular feedback and support, as well as distribution/delegation of work.
2. Works with the Chief Facilities Officer to analyze work orders and identify priority modernization needs.
3. Provides technical assistance to the Chief Facilities Officer on extraordinary maintenance.
4. Prepares and monitors HUD - Capital Fund Program including planning and implementation schedules using HUD EPIC and other programs.
5. Prepares and monitors DHCD – Formula Funds including the preparation of Capital Improvement Plan (CIP) and Capital Planning System (CPS) required to obtain modernization funding for the state-assisted properties.
6. Reviews and prepares grant applications for HUD and DHCD capital programs, including but not limited to, HUD – Safety and Security; Housing Related Hazards, Emergency Capital Funds and DHCD Compliance, Sustainability, Accessibility and Health and Safety Funds.
7. Manages all aspects of project and contract management, including environmental reviews, design, procurement, change orders, and construction administration and close-out in coordination with relevant parties and approvals.
8. Monitors modernization budgets for assigned projects and prepares budget revisions in collaboration with the Chief Facilities Officer.
9. Prepares scopes of service and work orders/requests for proposals for design contracts.
10. Reviews all construction documents and manages the invitation for bids (IFB) process.
11. Ensures compliance by confirming that all federal and state wage, safety, and other regulations are followed.
12. Maintains databases related to critical systems information, such as warranty and preventive maintenance needs; coordinates with senior leadership on changes to current preventative maintenance programs.

13. Coordinates scheduling of contract work in collaboration with the WHA Maintenance and Property Management departments.
14. Recommends improvements to and oversees energy conservation efforts.
15. Attends trainings, seminars, and workshops on hazardous materials abatement, new rehabilitation technologies, new federal and state regulations, and other modernization concerns to stay abreast of industry changes.

OTHER RESPONSIBILITIES:

1. Performs similar job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS:

• **Required:**

1. B.S. in engineering, architecture, building sciences, or related.
2. Minimum of 10 years of construction project management required.
3. Minimum of 5 years of experience managing a construction staff of 8 or more.
4. Significant experience with state and federal bidding requirements.
5. Valid Massachusetts Construction Supervisor's License.
6. Proficiency with project management tools and systems.
7. Knowledge of physical systems and building technology.
8. Excellent written and oral communication skills.
9. Ability to read blueprints, bids, and specifications.
10. Ability to prepare and monitor budgets.
11. Ability to assemble and analyze factual information for the purpose of developing proposed courses of action and comprehensive solutions to program-related issues.
12. Ability to lead and manage a team, including monitoring workloads and progress, providing coaching and feedback, goal-setting and accountability.
13. Valid, insurable driver's license.
14. Ability to be relied upon to be available for work.

• **Preferred:**

15. Master's degree.
16. Working knowledge of state and HUD capital funding regulations.
17. Understanding of government procurement practices, including HUD Handbook 7460.08 Rev 2, MGL 30B, MGL 149, and MGL 121B.
18. Knowledge of HUD Comprehensive Grant Program (HUD Handbook 7485.03).