

POSITION TITLE: Construction Project Manager

DEPARTMENT: Modernization

STATUS: Non-Exempt

SALARY: \$32.7627/hour

POSITION SUMMARY:

Reporting directly to the Assistant Vice President of Modernization, the Construction Project Manager (CPM) provides project management for as many as 20 capital improvement projects at a time, on WHA properties, with values between a few thousand and up to \$2,000,000. These projects potentially include roofing, elevators, exterior envelope, site, and/or interior renovations. The CPM provides overall project ownership for each assigned project, including technical and administrative direction, and managing all aspects of project delivery, including specification and plan review, cost management, budget forecasting, scheduling, construction supervision, and negotiations. The CPM is responsible for leading all aspects of the assigned projects' construction phase and serves as the point person for daily interaction with the management team, ensuring projects are delivered on time, and on budget. This is a full-time, fully-benefitted, onsite (not remote) position. Hours of work are Monday through Friday, 8:00 a.m. – 4:30 p.m. located in Worcester, MA. Driving to various sites is required, so the position requires a valid, insurable drivers license and vehicle.

ESSENTIAL FUNCTIONS:

1. Reviews and analyzes project contract plans and specifications for quality assurance/control.
2. Maintains multiple projects at once, at times up to or above an aggregated \$2.5M portfolio.
3. Identifies and reports any ambiguities that would affect the smooth flow of the construction progress to the Director of Modernization and the Staff Architect.
4. Reviews and analyzes potential change orders for necessity, accuracy, legitimacy, and cost effectiveness before forwarding to the Director of Modernization for approval.
5. Monitors and manages schedules, construction quality, and compliance with contract documents and plans.
6. Facilitates punch list compliance.
7. Assures that projects are in conformance with Worcester Housing Authority objectives, quality, schedule and budget.

OTHER RESPONSIBILITIES:

1. Performs similar job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS DESIRED:

1. Four year college degree and/or MA Construction Supervisor's license preferred.
2. Minimum of three (3) years' experience in construction project management of projects over \$1M, including experience in building design, value engineering, scope of work, review and analysis of construction contracts and documents, review and preparation of cost estimates, general contractor/subcontractor pre-qualification, construction scheduling, selection and oversight of contractors, ensuring preparation of timelines and schedules, control standards, monitoring project progress, and project evaluation, including written performance evaluations.

3. Knowledge of technical aspects of housing construction and rehabilitation.
4. Familiarity with relevant state, federal and local laws and regulations regarding public construction projects and procurement, including a thorough understanding of Massachusetts Building Codes, MAAB regulations, and contract language.
5. Strong computer proficiency (comfortable using Microsoft Office products and Microsoft Teams).
6. Strong analytical skills; ability to identify possible omissions and errors in contract documents.
7. Understanding of project strategy and project management, with ability to anticipate issues and opportunities and propose solutions.
8. Exceptional time management skills to ensure deadlines are met, while providing accurate deliverables.
9. Excellent organizational, leadership, presentation, and communications skills.
10. Valid, insurable driver's license and reliable transportation required.
11. Ability to be relied upon to be available for work.