

POSITION TITLE: Construction Project Manager

DEPARTMENT: Modernization

STATUS: Non-Exempt

SALARY: \$34.42/hour

ABOUT THE WHA:

At the Worcester Housing Authority (WHA), our mission is to enhance the Worcester community by creating and sustaining decent, safe, and affordable housing that champions stability and self-sufficiency for our residents. As the second largest housing authority in New England, widely recognized for our innovative and progressive programs, we're not just providing housing – we're building futures. We're looking for candidates who are mission-focused, goal-driven, and passionate.

The WHA is committed to developing and supporting a diverse, equitable, and inclusive community both inside and outside of the workplace. Representation is important; our clients come from all walks of life and, not unintentionally, so do our staff. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our agency stronger.

ABOUT THE POSITION:

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 benefited, onsite (not remote) position with normal business hours of Monday through Friday, 8:00 a.m. through 4:30 p.m. The position may occasionally require work outside of normal business hours to accommodate project work. The CPM must have and maintain a valid, insurable driver's license, reliable transportation, and the physical ability to perform the essential functions of the position throughout the course of employment. This position is part of the AFSCME union. Wages are non-negotiable and set by the union collective bargaining agreement.

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. Must possess and maintain a valid, insurable driver's license and adequate transportation.
11. Ability to be relied upon to be available for work.

ENVIRONMENTAL/PHYSICAL REQUIREMENTS

This position requires working outdoors and indoors in all weather conditions, is subject to heavy and strenuous work, and may encounter undesirable pests. The position involves a significant amount of walking between projects and buildings, and the physical ability to frequently walk up and down stairs. An employee in this position must meet all of these requirements.

Environmental:

1. Ability to work in an environment with conditions such as sleet, snow, dust and dirt, as well as cramped quarters and high places in all weather conditions.
2. Ability to work in all environments with conditions which may include fumes, odors, gasses, chemicals, dust, grass, weeds and pollen as well as noise in the range of 30 – 65 decibels.

3. Ability and willingness to wear any and all protective and safety clothing and devices as instructed, which may be required to work in the environments outlined above.

Physical:

Constant (70%-100%)	Frequent (30%-70%)	Occasional (0-30%)
Eyesight/hearing	Climbing stairs	Crawling
Walking/standing	Repetitive hand/arm motion	Reaching above shoulder
Sitting	Bending/twisting at waist	Pushing/pulling over 40 lbs.
	Kneeling/squatting	Lifting/carrying up to 40 lbs.
	Reaching above shoulder	
	Wearing PPE	