



POSITION TITLE: Senior Construction Project Manager

DEPARTMENT: Modernization

STATUS: Non-Exempt

SALARY: \$44.02/hour (AFSCME Union level 16)

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.

POSITION SUMMARY:

The Senior Construction Project Manager (SCPM) provides planning and project management for complex capital projects. The SCPM holds a high level of responsibility to ensure that budgets are met, building codes are adhered to, state and federal regulations are followed, and safety is maintained. The project load is anticipated to be approximately 5 -10 projects at a time (varying as needed), with a multi-million-dollar total value. Projects may include development, roofing, elevators, exterior envelope, site, and/or interior renovations. The SCPM provides full project management for each assigned project, including technical and administrative direction, and all aspects of project delivery, including specification and plan review, cost management, budget forecasting, scheduling, construction supervision, and negotiations. The SCPM reports directly to the Assistant Vice President of Modernization.

This is a full-time (37.50 hours/week), fully benefitted, union position based in Worcester, MA. Frequent travel throughout the city is required. A valid, insurable driver's license and reliable vehicle are required. Normal business hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. The position may require occasional work outside of normal business hours to accommodate project work. The WHA offers a robust wellness and benefits package, including generous paid time off, opportunities for training and development, and participation in a pension program. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Note: Applicants not holding a MA Construction Supervisor's License may be considered for a Construction Project Manager position, not the Senior Construction Project Manager. The Construction Project Manager is a Level 12, with a starting rate \$33.58/hour.

ESSENTIAL FUNCTIONS:

1. Works closely with the Modernization Department leadership to plan complex capital efforts.
2. Reviews and analyzes project contract plans and specifications for quality assurance/control.
3. Maintains and manages multiple projects at once, with a multi-million-dollar portfolio.
4. Identifies, reports, and resolves any ambiguities or issues that would affect the smooth flow of the construction progress.
5. Reviews and analyzes potential change orders for necessity, accuracy, legitimacy, and cost effectiveness.
6. Monitors and manages schedules, construction quality, and compliance with contract documents and plans.
7. Facilitates punch list compliance.
8. Ensures that projects are in conformance with WHA, state and federal regulations, objectives, quality, schedule, and budget.
9. Provides mentoring to less experienced project managers in the department.

OTHER RESPONSIBILITIES:

1. Performs similar job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS DESIRED:

1. Four-year college degree (10 or more years' direct experience may be substituted for degree).
2. MA Construction Supervisor's license required (see note, above).
3. Minimum of five (5) 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.
4. Strong computer proficiency and analytical skills to identify possible omissions and errors.
5. Excellent organizational, time management, leadership, and communication skills.
6. Strong ability to understand project strategy with ability to anticipate issues, opportunities and propose solutions.
7. Knowledge of technical aspects of housing construction and rehabilitation.
8. 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.
9. Adept at using Microsoft Office suite, including Outlook, Teams, Word, and Excel.
10. Massachusetts Certified Public Purchasing Official (MCPPO) certification preferred.
11. Ability to be relied upon to be available for work, including adequate transportation and a valid, insurable driver's license.

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 be able to meet these requirements.

1. Ability to spend prolonged periods sitting at a desk and working on a computer.
2. Ability to spend occasional periods standing and walking, including climbing stairs, as well as balancing, stopping, kneeling, crouching, and/or crawling.
3. Ability to occasionally lift, carry, push, or pull up to 50 pounds with or without assistance and with or without the use of devices and/or equipment to assist in the lifting effort.
4. Ability to bend, handle materials and tools or equipment, and reach with hands and/or arms.
5. Work may be performed with or without reasonable accommodation to a known disability.

ENVIRONMENTAL REQUIREMENTS:

1. This position requires working outdoors and indoors in all weather conditions, is subject to heavy and strenuous work, and may encounter pests.
2. While performing the duties of this classification, employee will frequently visit work and construction sites and may be exposed to moving mechanical parts, vibration-causing tools or equipment, fumes, airborne particles or toxic or caustic chemicals, high or precarious places, outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate but may be noisy. When traveling, incumbents may be exposed to traffic and other roadway or travel-related hazards and may be required to work extended hours.