



# St. Petersburg Housing Authority

## POSITION VACANCY NOTICE

Note: Employees have promotional preference and transfer consideration over other applicants.

<b>Position Title:</b>	Project Manager		
			Pay Range: \$38,000 - \$58,000
			<b>Note:</b> <i>Most SPHA positions start at the minimum rate; however, some positions that require special qualifications, experience, or are in a job market shortage may start above the minimum.</i>
<b>Summary of Duties:</b>	Plans, coordinates, estimates costs and supervises all capital improvements for SPHA, working directly with contractors and vendors to ensure deliverables fall within SPHA's project scopes and budgets. Maintains contractor and subcontractor relations and monitors performance. Liaison for construction/ educational work programs. Assists in facilities maintenance management in the absence of maintenance supervisor. Assists in facilities maintenance management of SPHA's Central Office. See job description for more details.		
<b>Minimum Requirements</b>	<ul style="list-style-type: none"> <li>Bachelor's degree in Construction Management from an accredited college or university is preferred. Equivalent combination of experience, education and training may substitute for degree.</li> <li>A minimum of five to seven years experience in managing construction projects, preferably multi-family properties.</li> <li>Computer proficiency in Windows operating system and MS Office software including Word and Excel. Able to operate Internet applications and email as well as external vendors' and proprietary software programs.</li> <li>Computer proficiency in CAD software.</li> <li>Possession of valid Florida Driver's License.</li> </ul>		
	<b>Notice:</b> Assignment of work location is subject to change based on business needs of the SPHA.		
<b>Reports To:</b>	Procurement Officer		
<b>Application Instructions:</b>	<p><b>Application Instructions:</b></p> <p><b>Employees:</b> Complete and sign an <u>Internal Position Interest Form</u> prior to the closing date.</p> <p><b>Public Housing Residents:</b> Complete and sign an employment application prior to the closing date.</p> <p><b>Note:</b> Applicants must possess <b><u>all required qualifications</u></b> of the position to receive an interview. Applicant must also be able to pass a 10-Panel Drug Screen prior to hiring.</p>		
<b>Closing Date:</b>	<b>Open until filled.</b>		

Date of Notice: December 1, 2017

St. Petersburg Housing Authority is a **Drug Free Work Place**

# ST PETERSBURG HOUSING AUTHORITY

## JOB DESCRIPTION

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POSITION	PROJECT MANAGER	REPORTS TO	PROCUREMENT OFFICER
PAY RANGE	\$38,000 – 58,000		
DEPARTMENT	MAINTENANCE	CLASSIFICATION	EXEMPT

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### POSITION SUMMARY

Plans, coordinates, estimates costs and supervises all capital improvements for SPHA, working directly with contractors and vendors to ensure deliverables fall within SPHA's project scopes and budgets. Maintains contractor and subcontractor relations and monitors performance. Liaison for the Youth Build and other similar construction/educational work programs. Assists in facilities maintenance management in the absence of maintenance supervisor. Assists in facilities maintenance management of SPHA's Central Office.

### PRIMARY RESPONSIBILITIES & ESSENTIAL FUNCTIONS

Primary areas of responsibility and tasks that may typically be expected include, but are not limited to:

#### ***Construction Operations***

- Supervise capital improvements for SPHA by properly scoping a project, providing detailed independent cost estimates and timelines.
- Provides specifications for all construction based work that is to be bid out in absence of contractual A/E. Responsible for reviewing specifications produced by A/E.
- Oversees performance of construction, to include scope of work, specification, agreements and costs (agreement between owner and contractors; costs and independent cost estimates, etc) and construction schedule.
- Reviews construction bids for comparison and document results.
- Ensures overall construction project progress.
- Determines plan modifications to projects as necessary.
- Troubleshoots, inspects and approves completed work.
- Serves as liaison between contractors and SPHA.

#### ***Briefings/Site Inspection Reporting***

- Perform daily on-site inspections of the progress of projects.
- Provide reports of the site observation with photos.
- Review liens, waivers, testing reports, etc.
- Attend and take detailed bries at Prebid conferences. In absence of A/E, provide the scope of work, take questions and document and provide answers.
- Attend and take detailed briefs at Preconstruction conferences, detailing and documenting overall project objectives, timeline and roles and responsibilities of all participants.
- Prove required follow-up for compliance with the Davis Bacon Act. Prepare Davis Bacon reports and conduct interviews of contractors and subcontractors.

#### ***Budget & Inventory***

- Create and maintain a Physical Needs Assessment for all SPHA owned properties.
- Create CAD (or applicable) drawings of units, buildings, etc. a needed.
- Create and maintain Excel data files on property inventory, to include warranties, installation dates, improvements, window sizes, appliance information, kitchen/bathroom hardware, etc.
- Keep and maintain a budget for materials, and oversee the appropriate use of such materials.
- Analyze and track records of

#### ***Safety & Compliance***

- Manages safety and health certifications for each site.
- Monitors health and safety programs and assist in training for maintenance staff.

- Ensures stipulated safety rules and regulations are met.

## **REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

### ***Knowledge of:***

- Construction practices and trades including masonry, HVAC, plumbing, electrical, roofing, carpentry, painting, and property maintenance.
- Local building codes and regulations.
- Architectural drawings and specifications.
- Building maintenance practices and principles.
- Safety, fire prevention and first aid techniques.

### ***Skills in:***

- Judgment and decision making.
- Problem analysis and resolution.
- Oral and written communication.
- Resource allocation and budgeting.
- Time management and organization.
- Measurement and mathematical calculations.
- Scheduling and multi-tasking.

### ***Ability to:***

- Operate a motor vehicle in order to visit various sites and properties.
- Frequently move about the interior and exterior of assigned projects.
- Work in a variety of conditions and locations including on ladders, rooftops, confined areas, underground spaces, etc.
- Lift and carry items weighing in excess of 50 pounds.

## **MINIMUM QUALIFICATIONS & REQUIREMENTS**

- Bachelor's degree in Construction Management from an accredited college or university is preferred. Equivalent combination of experience, education and training may substitute for degree.
- A minimum of five to seven years experience in managing construction projects, preferably multi-family properties.
- Computer proficiency in Windows operating system and MS Office software including Word and Excel. Able to operate Internet applications and email as well as external vendors' and proprietary software programs.
- Computer proficiency in CAD software.
- Possession of valid Florida Driver's License.

### **NOTE:**

The descriptions herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time.

Upon request, reasonable accommodations may be made to qualified individuals with disabilities.

Employment with St. Petersburg Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

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Approved:

I confirmed having received a copy of the Project Manager's job description.

Approved:

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Employee acknowledgement:

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