

CONSTRUCTION MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible staff position which involves evaluation and insuring contractor compliance with specifications and standards for work being performed in the Albany Housing Authority's complexes for programs initiated under various program funding. This includes supervising the construction and inspection of building construction projects of moderate size and complexity, and managing larger and more complex projects. This position is responsible for coordinating the operations of contractors, preparing and reviewing contract Change Orders and reports on the construction progress. The Construction Manager is also responsible for the certification of vouchers, including labor standards compliance. The work also involves the preparation of bid specifications and construction documents and preparation of all reports and related documents, needed for compliance with agreements made concerning funding. Supervision is exercised over construction staff. This position works directly under the Executive Director of their designee.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops and implements a system to monitor contract compliance and paperwork;
- Interprets and instructs staff on contract specifications;
- Supervises the work of contractors and Superintendent of Construction;
- Acts as a liaison between the Housing Authority staff, contractors and consulting architects and engineers;
- Monitors compliance with labor standards;
- Investigates complaints from tenants relative to the work being performed under the various construction projects;
- Attends job meetings with contractors;
- Inspects, prepares and reports about materials, work in progress and work completed to ensure compliance with specifications and contracts, including budgetary analysis;
- Prepares reports as required by the Housing Authority;
- Maintains records and reports related to construction activities and construction administration phase paperwork for projects in progress and completed and other reports as needed;
- Consults with tenant groups and Housing Authority personnel relative to construction aspects of projects and the needs of the projects as required;
- Manages the procedures for contract bidding by providing work specification, technical drawings and researching labor and material costs and providing cost estimates;
- Prepares grant applications where applicable, for various project funding providing input on needs, priorities, cost and allocations;
- Coordinates the development of specifications and related construction documents for implementation of all projects;
- Works with tenants to enhance their knowledge of construction work to foster good relations between tenants, contractors and/or architects;
- Manages meeting with contractors, architects and Housing Authority management to learn of impending construction or renovations enabling the employee to anticipate the nature of the work and its impact;
- Continues contact with these parties to ensure effective communication and problem resolution;

- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of building design, construction and renovation practices and methods;
- Thorough knowledge of operation and maintenance of large-scale building projects;
- Thorough knowledge of heating, electrical and plumbing domestic water distribution systems of large-scale building complexes;
- Thorough knowledge and understanding of the general and subcontract documents, drawings and specifications and construction means, methods and materials, understanding of line and grade and survey methods;
- Good knowledge of construction cost control and accounting procedures;
- Good knowledge of Federal, State and local construction codes;
- Good knowledge of various computer software used by the agency including but not limited to scheduling software and Microsoft Office Suite;
- Working knowledge of the administration of grant programs for projects from Federal and State funding agencies including labor standards;
- Working knowledge of the Federal and State laws governing budgets, public bidding and construction contracts, plans and specifications;
- Working knowledge of building materials, their function and physical properties; Working knowledge of building costs and budgeting of project funding;
- Working knowledge of field construction, inspection techniques and procedures;
- Ability to plan and supervise the work of others, including training and performance evaluations;
- Ability to work within budget limitations;
- Ability to express ideas clearly and concisely in oral and written form;
- Ability to analyze needs and priorities;
- Ability to read and interpret complex written materials;
- Ability to establish and maintain cooperative relationships with contractors, technical experts and others;
- Ability to develop work specifications and contract documents;
- Tact and courtesy;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or new York State registered college or university with a Bachelor's Degree in Civil Engineering, Building Construction, Architecture or a closely related field and six (6) years of full-time paid experience in building construction;
OR
- (B) Graduation from a regionally accredited or new York State registered college or university with a Bachelor's Degree in Civil Engineering, Building Construction, Architecture or a

closely related field and eight (8) years of full-time paid experience in building construction;
OR

(C) Graduation from high school or possession of a high school equivalency diploma and ten (10) years of full-time paid experience in building construction; **OR**

(D) Any equivalent combination of training and experience described by the limits of A through C above.