Construction Manager

General Statement of Duties

Assists in the administration of grant applications, evaluation and management of the modernization program operated with the Albany Housing Authority. Does related work as required.

Distinguishing Features of the Class

This is a responsible staff position which involves assisting the Modernization Program Coordinator in evaluating and ensuring contractor compliance with specifications and standards for work being performed in the Albany Housing Authority’s complexes for programs initiated under modernization funding. This includes supervising the construction and inspection of building construction projects of moderate size and complexity, and assisting the Modernization Coordinator on larger and more complex projects. Coordinates the operations of contractors. Assists in preparing and reviewing contract Change Orders. Reports on construction progress. Responsible for certification of vouchers, including labor standards compliance. Interprets drawings and specifications to contractors and subordinate inspectors. Assigns work to and supervises construction staff. Performs other administrative work as required, including but not limited to assisting in the review of plans and specifications and supervising other modernization staff. Computer literacy and knowledge of system management is required.

Related work includes assisting with preparation of grant applications including projection of budgetary expenditures, selection of necessary physical and personnel resources and supervision of projects funded under the program. The work also involves the preparation of bid specifications and construction documents, and preparation of all reports and related documents, and preparation of all reports and related documents needed by the Modernization Program Coordinator for compliance with the agreements made concerning funding. The position works directly under the supervision of the Coordinator with scheduling of work assignments periodically reviewed.

Examples of Work (illustrative only)

- Assists in the performance of the duties of the Modernization Program Coordinator in her/his absence.
- Develops and implements a system to monitor contract compliance and paperwork.
- Interprets and instructs staff on contract specifications.
- Supervises the work of contractors and Superintendents of Construction.
- Acts as liaison between the Modernization Coordinator, contractors, and consulting architects and engineers, advising the Mod. Coord. on phases of construction.
- Monitors compliance with labor standards.
- Investigates complaints from tenants relative to the work being performed under the auspices of Modernization Program.
- Attends job meetings with contractors.
• Inspects, prepares and reports about materials, work in progress and work completed to ensure compliance with specifications and contracts.
• Assists in the preparation of reports as required by the Housing Authority.
• Maintains records and reports related construction activities and construction administration phase paperwork for Modernization projects in progress and completed and other reports as needed.
• Consults with tenant groups and Housing Authority personnel relative to construction aspects of Modernization projects and modernization needs as required.
• Assists in the procedures for contract bidding by providing work specifications, technical drawings and researching labor and material costs and providing cost estimates.
• Assists in the preparation of grant applications for Modernization funding providing input on needs, priorities, cost and allocations.
• Develops and prepares plans, specifications and related construction documents for implementation of Modernization projects.
• Works with tenants to enhance their knowledge of construction work to foster good relations between tenants, contractors and/or architects.
• Participates in meetings with contractors, architects and Housing Authority Management to learn of impending construction or renovations with enables the employee to anticipate the nature of the work and its impact. Continuing contact with these parties to ensure effective communication and problem resolution.
• Other duties as required.

Required 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. Working knowledge of the processes involved in the application and administration of grant programs for Modernization projects from Federal and State funding agencies including labor standards. Working knowledge of HUD regulations and guidelines for repair, renovations and maintenance of federally sponsored public housing. Working knowledge of the Department of HUD and State laws governing budgets, public bidding and construction contracts, plans and specifications. Working knowledge of HUD, State and local construction codes. 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 Either

(A) Graduation from a regionally accredited or new York State registered college or university with a Bachelor’s Degree in Engineering, Building Technology, Architecture or a related
field and 7 of full-time paid experience in the area of engineering or architecture, four (4) years which must have been in an administrative and supervisory capacity; **OR**

(B) Graduation from high school or possession of a high school equivalency diploma and 11 years of full-time paid experience in the area of engineering or architecture, four (4) of which must have been in an administration and supervisory capacity; **OR**

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

**Special Requirements**

Eligibility for a professional engineer’s license or a registered architect’s license issued by the State of New York.

Eligibility for appropriate class New York State Driver’s license at time of appointment; vehicle may be required.