



# JOB ANNOUNCEMENT

Housing Authority of New Orleans

**POSITION TITLE:** Construction Project Manager  
**DEPARTMENT:** Development & Modernization  
**DATE POSTED:** 02/21/2024  
**CLOSING DATE:** Until Filled  
**FLSA CLASS:** Exempt  
**STARTING SALARY RANGE:** **Salary Class E**  
\$69,800 - \$ 90,600 (Annually)

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## SUMMARY

The Construction Project Manager shall perform his/her assigned duties under the direction of the Director, Development & Modernization (D&M). This position shall monitor all phases of construction project(s) as assigned for HANO-funded properties in an effort to ensure that the contract documents are being followed, and work is proceeding on schedule and within budget. The Construction Project Manager will also oversee each project from conception to the finished structure, interfacing with both construction professionals and the client. This position will also require travel to neighboring sites to visit and work on as necessary.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Reviews architectural and engineering drawings to ensure that all HANO program and design requirements are met. Meet with administrative staff, workers and clients in an effort to assist them in understanding the terms and conditions of the construction contract.
- Monitors the performance of the contractor and the progress of the work for all phases of the assigned projects.
- Administers construction contracts and ensures that all permits and licenses have been secured.
- Monitors construction schedule and associated costs to ensure that the project is completed on time and within the budget.
- Monitors construction activities to ensure that the contractor is performing in accordance with the Contract Documents.
- Reports any known code violations and/or potential safety issues to D&M Director.

- Reports to the Director, D&M about progress and any modifications to the construction and contract documents as may be required.
- Prepares project-specific contract language and negotiates revisions, changes, and additions to contractual agreements with architects, consultants, clients, and contractors.
- Prepares and submits budget estimates, and progress and cost tracking reports.
- Reviews contractor quality control programs.
- Takes action to deal with the results of delays, bad weather, or emergencies at construction sites.
- Confers with supervisor, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.
- Performs and assumes other duties as assigned.

## BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

*Commitment*: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

*Customer Service*: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.

*Effective Communication*: Conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

*Initiative*: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

*Job Knowledge*: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment and decision making in accordance with level of responsibility.

*Problem Solving*: Identifies and resolves problems in a timely manner; gathers and analyzes information to develop alternative solutions; uses strong reasoning and conflict resolution skills.

*Professional Behavior*: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

*Reliability*: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Authority expectations. Performs work in a reliable manner that is both accurate and timely. Ensures a positive record of attendance.

*Responsiveness and Accountability:* Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

*Safety Awareness:* Employee is cognizant of their surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

*Teamwork:* Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### *Job Competencies*

- Ability to work under pressure and coordinate numerous activities and groups of people who need to cooperate to achieve maximum efficiency.
- Good oral and written communication skills.
- Building and Construction—knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as streets and other infrastructure elements.
- Knowledge of design techniques, tools, and principles involved in production of accurate and complete drawings and technical specifications; renderings, models and other presentation elements.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Understanding written sentences and paragraphs in work related documents.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Adjusting actions in relation to the action of others.
- Demonstrate a willingness to educate others and to share professional experience; as well as learning from others with superior knowledge and experience.
- Display a proficiency in mathematics.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.

- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Bringing others together and trying to reconcile differences.
- Analyzing information and evaluating results to choose the best solution and solve problems.
- Developing specific goals and plans to prioritize, organize, and accomplish assigned tasks.
- Scheduling events, programs, and activities, as well as the work of others.
- Communicating with people outside the organization, representing the organization to customers, the public, government officials and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Providing weekly updates to the supervisor in report form consisting of time line, and funding matters

### ***Education and/or Experience***

Bachelor's degree in construction management or related field. Graduate engineers or architects will also be considered if they possess additional training in business administration and accounting. Five years or more of experience assisting or supervising construction projects of increasing complexity is required. An equivalent combination of education and experience may be considered.

This position may require regular driving for business purposes. The incumbent is required to possess a valid driver's license and must have the ability to be insurable under the HANO's automobile insurance plan at the standard rate.

### ***Technical Skills***

To perform this job successfully, an individual should have above average abilities using computer software such as MS Word, Excel, Outlook, etc. and be capable of using internet resources for research and developing advanced reports. Ability to learn other computer software programs as required by assigned tasks.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position walks and stands for long periods of time and occasionally lift heavy objects. The employee lifts, pushes, pulls or carries objects; uses abdominal and lower back muscles to provide support over time without fatigue. The position requires good manual dexterity (hand, hand with arm, two hands) and multilimb coordination. The position requires the ability to quickly move arms and legs.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level in the work environment and job sites can be loud. The position regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**EEO POLICY STATEMENT**

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, religion, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.

