



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Construction Project Manager
DEPARTMENT: Development & Modernization
DATE POSTED: 4/30/2019
CLOSING DATE: Until Filled
FLSA CLASS: Exempt
SALARY RANGE: PAY Grade G32
\$70,487 - \$86,690 (Annually)
\$33.89 - \$41.68 (Hourly)

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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 in an effort 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 ensure that all permits and licenses have been secured.
- Monitors construction schedule and associated costs in an effort to ensure that the project is completed on time and within the budget.
- Monitors construction activities in an effort 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 negotiate 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.
- Take actions to deal with the results of delays, bad weather, or emergencies at construction site.
- Confers with supervisor, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.
- Performs other related duties as assigned.

BEHAVIORAL COMPETENCIES

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

Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with sensitive topics and/or irate customers.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; Manages difficult or sensitive customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.

Interpersonal Skills: Focuses on solving conflict, rather than blaming; Maintains confidentiality; Listens to others without interrupting.

Teamwork: Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests.

Professionalism: Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

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.

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.

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.

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 multi-limb coordination. The position requires the ability to quickly move arms and legs.

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, 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.