



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Sr. Construction Manager
DEPARTMENT: Development & Modernization
DATE POSTED: 07/11/2022
CLOSING DATE: Until Filled
SALARY RANGE: PAY Grade G38
\$97,292.61 - \$119,657.64 Annually
\$46.78 - \$57.53 Hourly
FLSA CLASS: Exempt

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SUMMARY

Under the direction of the Director, Development & Modernization, the Senior Construction Manager will provide management oversight for all phases of the construction project for assigned HANO-owned properties, including coordinating workers, material, and equipment, ensuring that specifications are being followed, and work is proceeding on schedule and within budget. The Senior Construction Manager will coordinate and oversee construction and construction-related activity of various capital improvement, modernization, and development projects relating to housing built by HANO and/or in partnership with HANO. This position will also be responsible for monitoring construction to ensure compliance with the construction documents and contract requirements, including construction costs, schedules, regulations, and change orders. The Senior Construction Manager will ensure a successful project turnover through the warranty period.

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.

Development and Modernization

Construction Management

Develops a cost-effective plan and schedule for completion of project following a logical pattern for utilization of resources, including analyzing and directing the overall project schedule and scope for implications on goals, objectives, and policies for the project; and tracking and reporting out on project milestones, risks, and major issues. Specific duties include, but are not limited to the following:

- Supervises assigned staff and provide project oversight for all projects managed by staff.
- Trains, mentors, and develops staff utilizing coaching and feedback, on-the-job, internal, and external training, and other development opportunities.
- Selects and coordinates work of subcontractors working on various phases of the project.

- Oversees performance of all trade contractors and reviews architectural and engineering drawings to make sure that all specifications and regulations are being followed.
- Responsible for proper administration of construction contracts and for obtaining all necessary permits and licenses.
- Tracks and controls construction schedule and associated costs to achieve completion of project within time and monies allocated.
- Reports to the Director of Development and Modernization about progress and any necessary modifications of plans that seem indicated.
- Interprets and explains plans and contract terms to administrative staff, workers, and clients, representing the Housing Authority.
- Prepares contracts and negotiates revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Studies job specifications to determine appropriate construction methods.
- Selects, contracts, and oversees workers who complete specific pieces of the project, such as painting and plumbing.
- Prepares and submits budget estimates and progress and cost tracking reports.
- Confers with supervisor, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.
- Plans, organizes, and directs activities concerned with the construction sites, to ensure that proper procedures are being carried out.
- Evaluates construction methods and determines cost-effectiveness of plans, using computers.
- Participates in the preparation of contract solicitations including Requests for Proposal and Invitation to Bid documents for construction contracts, special inspections, and other project support contracts.
- Collaborates with internal development, asset management and modernization team members, operations staff, architects, and engineers during the construction document phase.
- Provides in-depth review of project plans and specifications to ensure adherence to Housing Authority of New Orleans standards.
- Performs other related duties as assigned.

Risk Management

Determines potential risks and establish a plan of action should they occur to minimize project delays, budget overruns and adverse public perception. Specific duties include, but are not limited to the following:

- Ensures all mixed finance development projects are constructed in accordance with the HUD, CNI, HANO and/or LHC design requirements as well as other financial institution requirements.
- Develops and implements quality control programs.
- Takes action to deal with the results of delays, bad weather, or emergencies at construction site.
- Inspects and reviews projects to monitor compliance with building and safety codes, and other regulations.
- Reviews and manages controls for project budgets; control and authorize project expenditures in accordance with established limitations for new construction, rehabilitation, and modernization projects.
- Performs other related duties as assigned.

Stakeholder Management

Maintains consistent communications with senior staff, in-house and third-party development and management teams, residents and/or other public and private stakeholder. Specific duties include, but are not limited to the following:

- Represents HANO at the project level with general contractors, consultants, community members, authorities having jurisdiction, private sector partners, and non-profit development entities to assure successful implementation of the project.
- Builds relationships with developers, vendors, contractors, suppliers and third-party managers to ensure the smooth progress of all projects.
- Builds relationships with various public and private stakeholders in support of development activities by providing project updates regarding strategy, adjustments and progress;
- Collects feedback from stakeholders and performing appropriate follow-up, if any.
- Support senior staff and leadership as required to help meet business objectives and implement work plans
- Performs other related duties as assigned.

Monitoring Progress

Manages partners, vendors, and suppliers by assigning tasks and communicating expected deliverables, while using industry best practices, techniques and standards throughout project execution. Specific duties include, but are not limited to the following:

- Assist with monitoring and documenting progress of self-developed projects and projects developed by third-party developers by performing routine site visits and preparing reports.
- 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, not 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, skill, and/or ability 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.
- Articulate communication skills – verbal, pictorial, numerical – as relevant to the development process.
- Building and Construction—knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Strong knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.
- 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 business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- 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 machines and tools, including their designs, uses, repair, and maintenance.
- 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.
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- 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 others' actions.
- Teaching others how to do something.
- Using mathematics to solve problems.
- 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.
- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- Developing specific goals and plans to prioritize, organize, and accomplish your work.

- Inspecting equipment, structures or materials to identify the cause of errors or other problems or defects.
- 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 a related field with a minimum of ten years of experience in supervising construction projects with an emphasis in complex, fast-track, or phased project delivery is required. Graduate degree in a related field is a plus.

Technical Skills

To perform this job successfully, an individual should have above average abilities using computer software such as Microsoft Outlook, Word, Excel, and Power Point; scheduling software such as MS Project, etc., and should 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.

Work is a combination of office and field duties, and involves physical exertion during on-site visits with construction sites, facilities, and during the inspections of HANO properties. Physical demands may include bending, stooping, bending, and standing, walking at construction sites, climbing ladders, and exposure to outside elements.

Work involves the normal risks or discomfort associated with an office and field environment. The office is usually in an adequately heated, lighted, and ventilated area. Work will involve visits to HANO properties, sites, dwellings or facilities, inspections of structures, confrontations with residents or employees, and contractor personnel.

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.