

SPRINGFIELD HOUSING AUTHORITY

200 North Eleventh Street

Springfield, IL 62703

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

Position Vacancy

Construction Manager

Full-Time Position/Salary: Negotiable

EDUCATION AND EXPERIENCE:

Education and or experience equivalent to a B.A. Degree in construction management, architecture, engineering, or a related field; three (3) years of increasing management, oversight, or supervisory responsibility of construction projects commercial/residential and or supervision of professional trades staff, construction project estimating; or any equivalent combination of training and work experience that provides the necessary knowledge, skills and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Federal, State, local, and housing authority building, construction, costing, bid, procurement, contract, prevailing wage, Section 3, health, safety, sanitation, and energy conservation codes and ordinances; Uniform Physical Condition Standards (UPCS) or other standards, processes, procedures, policies, and regulations; Knowledge of standard construction practices and procedures along with a working knowledge of both residential and commercial mechanical systems and the ability to accurately read and interpret blueprints and construction specifications; Knowledge of the intricate operations of carpentry, painting, masonry, electrical, plumbing, HVAC, and residential / commercial mechanical systems; Knowledge of housing authority equipment, supplies, parts, and tools; Knowledge of division's goals and objectives relative to Public Housing Assessment Systems (PHAS) and Section Eight Management Assessment Program (SEMAP) requirements; Knowledge of occupational hazards and applicable precautionary measures; Skill in organizing, planning, monitoring, and following-up as necessary; Skill in the use of office equipment, computers, and software; Skill in the use operating a forklift and bucket truck; Skill in typing at least 20-25 WPM with accuracy; Skill in maintaining accurate and complete complex records and generating computerized reports; Ability to work independently in an organized, thorough, detailed, accurate, and efficient manner; Ability to represent SHA as a manager; initiate, and maintain positive public and interpersonal relationships; and communicate (oral and written) and interact with diverse individuals (public, outside agencies/vendors, co-workers, and Commissioners) in a courteous, confidential, effective, positive, professional, and ethical manner; Ability to supervise, guide, and train others in the performance of their work; Ability to maintain a valid Illinois driver's license and be an insurable SHA driver; Ability to ensure all units are in compliance with Federal, State, and local housing and building codes; Ability to read and understand guidance from HUD and SHA, construction documents, plans, and specifications and to detect deviations therefrom.

DUTIES & RESPONSIBILITIES INCLUDE:

The incumbent manages remodeling of existing facilities and the construction of new facilities. Solves problems of the aging housing stock as it applies to ongoing up-keep and modernization. Prepare preliminary architectural drawings to include details and explanatory notes for new/remodeled buildings and structures; write and/or directs the writing of all pertinent specifications; outlay sketches and estimates for future development of SHA properties. Function as architectural specialist including details as to method of construction workmanship; and extent of work to be done by each trade with completeness of specifications in terms of legal requirements. May serve as project manager for complex construction projects; review plans and specifications submitted by associate architects; provide technical assistance to associate firms concerning SHA policies and procedures; confer with agency heads and representatives in the development and revision of construction program plans. May supervise Force Account Trades crews and projects at the direction of Divisional Director. Provide technical assistance in preparing the annual grant application for capital funds; must ensure resident participation and cooperation with the City government incorporated into the process. Recommend approval of bid plans and specifications; receive, verify and approve requests for contract payment. Coordinate with Contract Administrator on compliance with contract and bid specifications; ensure that work completed to date is in accordance with the physical progress performance levels in the contract prior to approving contractor payments. Conduct pre-bid and pre-construction conferences with contractor. Assemble information for Requests for Proposals and/or bids for work items approved in Modernization, Maintenance and Development programs; obtain cost estimates and related data for incorporation proposals and applications. Review proposals and make recommendation to the Divisional Director; must work in cooperation with legal counsel, architects and engineers in the evaluation of bids and proposals. Assist in preparation of weekly and monthly status reports on Modernization and Development Program activity. Provide on-going inspections of sites undergoing Modernization, Development and/or Maintenance improvements; consult project architects and engineers on project status. Serve as Section 3 Compliance Officer.

APPLICATIONS SHOULD BE FORWARDED TO:

Springfield Housing Authority
Department of Human Resources
200 N. Eleventh Street
Springfield, IL 62703

Via e-mail: wendym@sha1.org or fax: 217-753-4421

Employment Applications are Available on the SHA Website:

www.springfieldhousingauthority.org and by clicking on the link below

<https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?ApplyToJob=184763074>

Internal candidates should use their TruPay login, Our Company, Search For Jobs, View Selected Jobs, Apply For This Job

This position will remain open until filled

County Residency Required Within One Year of Employment

The Springfield Housing Authority is an Equal Opportunity Employer