

SPRINGFIELD HOUSING AUTHORITY
200 North Eleventh Street
Springfield, IL 62703

Position Vacancy

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

DIRECTOR OF MODERNIZATION AND DEVELOPMENT

Full-Time Position/Salary Range: Negotiable

POSITION SUMMARY:

This is a responsible senior management position involved in short-term and long-term planning for Modernization and Development projects. The incumbent is responsible for the capital needs of all properties owned and operated by the SHA. The incumbent is responsible for assisting the Public Housing staff with the daily upkeep of all facilities in all operating aspects as requested. The incumbent also maintains working relationship with HUD staff and provides required HUD reports.

EDUCATION & EXPERIENCE:

- Bachelor's degree in Business Administration or Public Administration with an emphasis on Construction Management and/or Structural Engineering; five (5) years directly responsible for managing construction projects and; maintenance of facilities; four (4) years supervisory experience in construction; four (4) years directly responsible for budget development, monitoring and implementation; or
- Graduation from a four (4) year technical school in building construction, engineering, construction management or related field and at least five (5) years of relevant, progressively responsible experience as a construction project manager, building and grounds manager, or closely related responsibilities; or
- Any equivalent combination of education, work experience, or certifications 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 the intricate operations of carpentry, painting, masonry, electrical, plumbing, HVAC, and residential / commercial mechanical systems; Knowledge of trade skills, methods, materials, tools and equipment used in construction and maintenance of dwelling and non-dwelling units; Knowledge of division's goals and objectives relative to Public Housing Assessment Systems Program requirements; Knowledge of occupational hazards and ability to apply 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 M&D reports.
- Ability to manage the M&D Division and work independently in an organized, thorough, detailed, accurate, and efficient manner; Ability to develop and implement area policies and procedures to improve existing operations; Ability to represent SHA as an executive senior 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, blueprints/plans, shop drawings, and specifications and to detect deviations therefrom.

APPLICATIONS SHOULD BE FORWARDED TO:

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

Employment applications are available on the SHA Website:
www.springfieldhousingauthority.org and by clicking on the link below:

[https://Secure.YourPayrollHR.com/ta/TPCA435.careers?TrackId=\[MyTrackingId\]&ApplyToJob=520325952](https://Secure.YourPayrollHR.com/ta/TPCA435.careers?TrackId=[MyTrackingId]&ApplyToJob=520325952)

Posting Dates: 11/21/2022 – 11/30/2022

This position will remain open until filled

County Residency is required within one year of employment
The Springfield Housing Authority is an Equal Opportunity Employer