

Job Description

Job Title: Project Manager
JD#: HO4
Department: HOUSING OPERATIONS
Reports To: Assistant Director Maintenance/Facilities Management
FLSA Status: Exempt
Approved Date: 2021

JOB SUMMARY

The purpose of this position is to manage all documentation related to construction projects. This is accomplished by preparing applications, adhering to reporting requirements related to HUD funding of capital improvements, preparing, and distributing correspondence, coordinating payments to the accounting department, producing bid documentation, monitoring departmental expenditures, and processing invoices and payments.

ESSENTIAL FUNCTIONS

Essential Duties and Responsibilities

The duties listed below illustrate of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.

1. May assist in selection of architectural/engineering (A&E) Firms and in their preparation of plans and specifications.
2. Develops the Task Order for the A/E and will also develop your own project plans, specifications and perform your own independent cost estimates.
3. Conducts sealed bidding for project contract requests; receives and analyzes bid responses and makes recommendation for award to Assistant Director Maintenance/Facilities Management.
4. Maintains contracting documentation, including wage compliance information; assures that data is maintained in accordance with all policy and procedure requirements and available for auditors, department heads and executive staff to obtain required information.

5. Monitors and approves work in progress to ensure that proper construction procedures are being used, work is in accordance with applicable codes, specs and regulations and proper time frames are being met.
6. Oversees and assists in the preparation and negotiation of contract Change Orders or time extensions. In coordination with A/E Firm, reviews and approves all payment requests and route same for payment. Prepares reports on progress of work and completed/accepted work.
7. Reviews Contactor manpower to achieve Authority, Board of Commissioners, and HUD Section 3 directives for residents. Monitors Davis-Bacon requirements and construction employees' interviews.
8. Ensures Plans, Specifications and Contract Documents are submitted to HUD and approved within the approved Implementation Schedule for each project.
9. Ensures compliance with HUD Guidelines and Authority Policy and Procedures, Davis Bacon wage compliance; requiring submission and review of certified payrolls for payment Contractor insurance, bonding if required, etc.
10. Communicates with Assistant Director Maintenance/Facilities Management and Contractors regarding code violations and safety concerns during construction.
11. Assists contractors in completing contract documents as required.
12. Confirms availability of funding with Budget staff for all contracts awarded.
13. Assists in the preparation of financial and administrative reports of purchasing and contracting activities.
14. Review payment requests and ensure procurement procedures are followed and accounting is correct; ensures proper documentation and compliance forms accompany all requests for payment.
15. Perform NSPIRE and Safety inspections.
16. Develop and manages various services contracts.
17. Works with Housing Authority Insurance for casualty loss request timely off-line unit turnover.
18. Respond to after hour emergencies as required.

19. Seeks resolution of contract disputes and claims in accordance with appropriate policy. Prepares settlement documents and participates in legal action on behalf of Authority when necessary.
20. Maintains files for Procurement and Contracting functions in accordance with departmental policy requirements and audit standards.
21. Trains and mentors' staff to address ongoing maintenance and modernization needs.
22. Manages databases, repots, blueprints and supporting data on Authority portfolio properties.
23. Assists in the development of the five (5)-year Authority Capital Plan and HUD REAC Inspections.
24. Procures and manages tools and supplies as needed by Authority staff.
25. Identifies risk management safety hazards and assists in mitigating those risks.
26. Serves as BPI Certified building analyst assessing building utility usage and developing best practices in reducing consumption.
27. Maintains procurement records in accordance with current record retention policies.
28. Prepares weekly and monthly reports as requested by the Assistant Director Maintenance/Facilities Management.

SUPERVISORY RESPONSIBILITIES

The employee receives assignments and instructions from the Assistant Director Maintenance/Facilities Management. Course of action, deadlines, and priorities may be established by procedure, the supervisor, or the employee, depending on the assignment and/or project. The employee initiates routine activities without supervisory direction. Problems or situations not covered by instructions are normally referred to the supervisor for resolution. The employee's work is reviewed on an intermittent basis for accuracy, completion, and compliance with policies and procedures. The employee has no supervisory duties.

QUALIFICATIONS AND COMPETENCIES

Behavioral Competencies

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

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 & decision making in accordance with level of responsibility.

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; 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. Recognizes work colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; 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.

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

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.

Job Competencies

1. Knowledge of Federal Government procedures for Contract Management.
2. Requires human collaboration skills and the use of technical skills.
3. Must possess advanced computer/data entry capabilities, customer service skills, and ability to interact with other departments in the Authority and the public.
4. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
5. Ability to compose reports, correspondence, and procedures.

6. Ability to effectively present information and respond to questions from managers, clients, customers, and the public.
7. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
8. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
9. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
10. Ability to deal effectively with sensitive and confidential information.
11. Must be able to maintain punctuality and attendance as scheduled.

EDUCATION AND EXPERIENCE

Associate Degree with bachelor's degree preferred in Architecture, Business Management, Construction, engineering or planning from an accredited College or University. Two (2) years of experience in Construction Management or an equivalent combination of education and experience sufficient to fulfill essential position functions.

The following Certifications must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Executive Director or his/her designee:

- Procurement and Contract Management
- Uniform Physical Condition Standard (UPCS)
- American Disability Act (ADA)
- National Standards for the Physical Inspection of Real Estate (NSPIRE)

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office environment with occasional travel to meetings. The incumbent frequently uses standard office equipment including personal computers, telephone, and related equipment. Office environment. The noise level in the work environment is moderate.

CONTACTS

The employee has contact with a broad range of individuals including co-workers, residents, architects, contractors, and sub-contractors. Personal contacts serve multiple purposes including giving or exchanging information, providing services, and resolving problems.

OTHER REQUIREMENTS

1. Must possess a valid driver's license.
2. May be required to work an unusual work schedule.
3. Must work with the highest degree of confidentiality.
4. Must be available for occasional overnight travel for training.
5. Must pass employment drug screening & criminal background check.

The Housing Authority of Kansas City, Missouri is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Housing Authority of Kansas City, Missouri is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE