

## **PROJECT MANAGER (REHAB/MODERNIZATION/CONSTRUCTION)**

The Housing Authority of Kansas City, Missouri is seeking qualified applicants for the position of Project Manager (PM) The Project Manager plays an essential role in the agency fulfilling its mission to develop, rehabilitate and manage decent, safe and sanitary quality affordable housing in a manner that promotes equal opportunity, fair housing and the reconcentration of race and Poverty.

The Project Manager (PM) provides overall management direction for defined modernization/rehabilitation projects The PM assess and evaluate extraordinary maintenance conditions, provides training, technical assistance to property managers and other departments in all projects to include specification design, estimating and project administration. The Project Manager accepts ownership of the project and the completion of all details associated with the project until the problem for which he is assigned has been resolved.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Establish project objectives, estimates, project duration, policies, procedures, specifications, and performance standards within boundaries of corporate policy and acquire outside professional assistance in development of specifications beyond staff expertise.

Establish rapport and effective communication with residents and management; work as a cohesive unit with property management while developing specifications, independent cost estimates and for the duration of the project from Notice to Proceed to Final Acceptance.

Monitor/control construction for compliance with contract specifications, federal/state requirements, and labor compliance.

Monitors projects schedules, recommends approval or denial of change orders and enforces liquidated damages.

Conducts random interviews of contractor personnel on job site for Federal and HUD prevailing wage compliance.

Documents all contract correspondence for contract file. Supervise completion of punch list and follow up on all warranty work and recommend approval or disapproval of all contract payment requests.

Works with legal department on contract related matters

Provide periodic written reports on all projects supervised by project manager.

Develop budgets and schedules and in-house estimates for all projects.

Perform additional duties as requested by supervisor.

Comprehends and enforces all Federal, State and HAKC codes, policies and procedures.

Provides training to property management, maintenance, and colleagues in technical areas of expertise.

Monitors service contacts performs contractor performance evaluations

Plans and monitors forced labor activities, casualty loss claims, Off-line submittals

Performs PH Federal UPCS/INSPIRE Inspections, 5-year and 20 year capital needs assessments, ADA and reasonable accommodation assessments, HAI Risk Assessments, Playground Inspections, Ready-Unit Inspections, reviews units recommended for disposition and all other inspections associated with the physical well-being of the properties.

Initiates, tracks and monitors abatement compliance and clearance associated with clean air, LBP, asbestos, and radon inspections.

Assist with the development, monitoring and enforcement of a preventive maintenance, warranty compliance, office paper-free act and energy reduction programs and rebates.

## **EDUCATION and/or EXPERIENCE**

Bachelor's of Science Degree in Engineering, Construction Science or Management. Equivalent training, professional experience and expertise in estimating, rehabilitation, modernization projects may substitute education. Combination of education and professional experience is preferred. Five or more years' experience managing and supervising complex and/or multiple projects ranging from 100k - 1 million in cost is a benefit. A demonstrated thorough knowledge of construction, rehab, Multi-Family Housing design, ADA, 5-year capital assessments, energy conservation, and estimating.

A thorough understanding and ability to compose scopes of works and estimates in multiple trades ranging from asphalt roofing replacement, roof guttering, retaining walls, foundation repair, cabinetry, flooring (VCT Floor tile, carpet, hard wood floor refurbishing, plumbing (replacement of toilets, water heaters, residential HVAC repair and replacement, vinyl siding, composite siding, brick and stucco. Expertise in asphalt, sidewalk/driveway replacement, sheetrock and finish, decking, wood/metal fencing, knowledge of home electrical basics such as toggle switches, light fixtures, GFCI and code compliance.

Applicant must be computer literate and proficient with Microsoft Office programs Excel and Word. Experience in AutoCade, and estimating software is a plus.

Must have a clean driving record, valid driver license and transportation to travel between projects.

**Interested applicants should provide resume or fill out application at:**

Housing Authority of Kansas City, MO, Administrative Services Department,  
920 Main Street, Suite 701, Kansas City, MO 64105.

Email: [tgumbel@hkc.org](mailto:tgumbel@hkc.org) or FAX: 816-285-4225

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