



JOB DESCRIPTION

Job Title: MULTI-FAMILY CONSTRUCTION PROJECT MANAGER

Incumbent: N/A

Department: Multi-Family

Reports to: Director of Multi-Family Housing

Classification: Exempt

Supervises: N/A

Created / Updated: November 2021

POSITION OVERVIEW:

The Construction Project Manager (“CPM”) is directly responsible to the Director of Multi-Family Housing Development to ensure successful performance of all construction activities for projects undertaken by CVHC as a Team Member with the assigned Project Managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- During the Pre-Construction Phase, attends all design meetings, for familiarization of the materials and products and construction systems being proposed.
- Review’s Architectural, Engineering and Landscape Drawings and specifications from Conceptual Design through Design Development and Construction Drawing for familiarization of the respective projects.
- Coordinate work between architects, engineers, and other project consultants.
- As requested by the Team, provides appropriate comments on the Project Design, Specifications as to constructability and future operations and maintenance by CVHC Asset Management.
- Works with municipalities, utility districts, and other regulatory agencies, through plan review and the approval of the construction project.
- Assists to obtain permits, approvals, licenses.
- Daily inspection of project progress and schedule conformance, as well as quality assurance and strict Contractor compliance with respect to approved Plans, Specifications, and approved project actions, including, but not limited to Contractor Submittals and RFI’s.
- Ability to communicate effectively, verbally and in writing, with Public Authorities, Contractors, and the Team.
- Performs initial review and provided recommendations to the Team for Contractor’s Potential Change Orders (“PCO’s”) and Change Order Requests (“PCOR’s”)
- Knowledgeable in all Code Types of Residential building construction with familiarity of Site-Civil installations.
- Ability to read Architectural and Engineering Drawings and Engineering Reports.
- Familiar with Building Codes and accepted construction, or “Best Practices” of the respective Construction Trades.
- Provide input to the Team for construction schedules.

- Immediate reporting to the Team of any time and cost critical items or issues that occur or may potentially affect the projects either negatively or positively.
- Immediate reporting to the Team of an actual or potential safety related condition as may develop from the Contractor's project operations.
- As a representative of CVHC, promotes and exemplifies Company values and represents departmental objectives and interests to internal and external parties affiliated with the projects.
- Develops and promotes teamwork and cooperation among fellow employees and managers. Shows an appropriate sense of urgency in completing work and addressing the needs of others.
- Flexible to any changing policies and procedures of CVHC as well as varying deadlines for work performance reporting.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: N/A

POSITION QUALIFICATIONS:

General: To perform this job successfully, the Candidate must be able to perform all the basic duties enumerated above in a manner acceptable to the Director of Multi-Family Housing and to the respective Project Team to ensure the mission of CVHC for construction completion.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Minimum of 5 years field construction experience in Wood-Frame Multi-Family Housing; performing, as a Project Superintendent, Assistant Superintendent, Lead Foreman or Project Engineer and Project Manager, if performed on the work site.
- Bachelor's Degree in Construction Management or equivalent from an accredited University/College.

Skills, Knowledge and Abilities:

- Excellent written and verbal communication skills (Mandatory Requirement).
- Working knowledge of computers and most commonly used business software, to include: Microsoft Word and Excel.
- Administrative ability to maintain records, prepare reports and compose correspondence related to the assigned projects (Mandatory Requirement).
- Expressed personal interest in serving the needs of Low-Income individuals and families as a Team Member in providing Affordable Housing.
- Ability to assess the respective assigned tasks and develop a work plan to meet the expectations of the Team
- Ability to multi-task and prioritize the work plan to meet or accelerate, as needed, project deadlines.

Required Licenses: Possess a valid California driver's license and carry automobile liability insurance that meets or exceeds State requirements. A clear Motor Vehicle Record is required. Updated MVR's may be periodically collected.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand
- Frequently required to walk

- Frequently required to sit
- Frequently required to utilize hand and finger dexterity
- Frequently required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Frequently required to lift/push/carry items less than 25 pounds/ up to 25 pounds.

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.

Safety & Training:

- Candidate is required to comply with established safety work practices and attend all safety-related training provided or made available by CVHC.
- Candidate is required, at the direction of the Director of Multi-Family Housing, to attend any CVHC sponsored or conducted Training Sessions

Confidential Operations of CVHC:

- This position has no access to the confidential information of CVHC.
- This position has no access to company funds. Any payments generated from project operations shall be from “Check Requests” submitted to the respective Development Project Manager.

Construction Project Manager	Salary Range
Step 20	\$62,521.28
Step 26	\$83,784.50

ACKNOWLEDGEMENT

I have reviewed and been provided a copy of this position description and agree it is an accurate representation of the responsibilities of my job. I understand that as Coachella Valley Housing Coalition’s needs change, my job description may change. I, therefore, understand that I may be asked to perform activities, duties and assume responsibilities not listed in this description.

<i>Signed – Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date</i>

Note: The statements herein are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel.