

**POSITION TITLE:** Construction Project Manager

**DEPARTMENT:** Modernization

**STATUS:** Non-Exempt

**LEVEL:** 12 (\$28.54/hour)

**POSITION SUMMARY:**

Reviews specifications and plans, and supervises construction work.

**ESSENTIAL FUNCTIONS:**

1. Reviews and analyzes project contract plans and specifications.
2. Identifies and brings to the Director of Modernization's attention any ambiguities that would affect the smooth flow of the construction progress.
3. Reviews and analyzes potential change orders for necessity, accuracy, legitimacy and cost effectiveness before forwarding to the Director of Modernization for approval.
4. Monitors and manages schedules, quality, and compliance with contract documents and plans.
5. Facilitates punch list compliance.
6. Assures that projects are in conformance with Worcester Housing Authority objectives, quality, schedule and budget.

**OTHER RESPONSIBILITIES:**

1. Performs similar job-related duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. Four year college degree and/or MA Construction Supervisor's license preferred;
2. Minimum of three (3) years' experience in construction project management, including experience in building design, value engineering, scope of work, review and analysis of construction contracts and documents, review and preparation of cost estimates, general contractor/subcontractor pre-qualification, construction scheduling, selection and oversight of contractors, ensuring preparation of timelines and schedules, control standards, monitoring project progress, and project evaluation, including written evaluations of performance;
3. Knowledge of technical aspects of housing construction and rehabilitation;
4. Familiarity with relevant state, federal and local laws and regulations regarding public construction projects and procurement, including a thorough understanding of Massachusetts Building Codes and MAAB regulations;
5. Strong computer proficiency and analytical skills to identify possible omissions and errors in contract documents;
6. Excellent organizational, leadership, and communications skills;
7. Ability to be relied upon to be available for work.