

POSITION TITLE: Staff Architect

DEPARTMENT: Modernization and New Development

STATUS: Exempt

SALARY: \$65,000 - \$75,000, depending upon experience

POSITION SUMMARY:

This position reports to the Worcester Housing Authority's Deputy Director of Facilities Management for all A/E and construction contracts and related activities in the Modernization Department, as well as for performance of architectural services in-house. This position works very closely with WHA Project Managers and the Assistant Director of Modernization.

ESSENTIAL FUNCTIONS:

1. Prepares and monitors Comprehensive Grant Program plans and implementation schedules;
2. Prepares HUD and DHCD capital fund/grant programs;
3. Monitors modernization budgets for assigned projects and prepares budget revisions;
4. Prepares all award letters and other correspondence related to award of a contract for the Deputy Director's review and/or signature;
5. Assists in the development of specific work items for/with A/E contracts and coordinates Requests for Proposals (RFPs);
6. Prepares all award letters and other correspondence related to award of a contract;
7. Reviews A/E designs and bid documents for completeness and schedules Invitation for Bid (IFB);
8. Handles bid and RFP processes, including advertising, addenda, logging submittals, organizing bid openings, and distributing RFPs with scoring sheets to assigned reviewers;
9. Attends all job meetings for assigned projects, prepares memoranda/minutes for the contract file;
10. Reviews and approves all change orders prior to forwarding to senior staff for sign-off;
11. Prepares all required reports, fund requisitions, and budget revisions for the Deputy Director and Executive Director's approval;
12. Maintains all contract files for construction contracts, monitors job compliance with contract documents, and evaluates contractor services;
13. Organizes all information on modernization systems, such as warranty and preventive maintenance needs and coordinates with the Deputy Director changes to current preventative maintenance programs;
14. Coordinates with the Maintenance and Management departments on the scheduling of contract work;
15. Oversees all energy conservation improvements as directed by the Deputy Director.

OTHER RESPONSIBILITIES:

1. Attends training on hazardous materials abatement, new rehabilitation technologies, new CGP regulations, and other modernization concerns;
2. Provides in-house design services (ACAD);
3. Develop and write specifications;
4. Takes on special projects as needed (e.g. survey of signage, form development, etc.);
5. Performs similar job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. BS in Engineering, Architecture or Building Sciences required; master's degree preferred;
2. Minimum of five (5) years' experience in the design, construction and management of complex construction projects;
3. Significant, thorough knowledge of state and federal bidding requirements. Working knowledge of state and HUD capital funding regulations;
4. Exceptional written and oral communication skills;
5. Understanding of Government Procurement Practices, including HUD Handbook 7460.08 Rev 2, MGL 30B, MGL 49, and MGL 121;
6. Proficiency with project management tools and systems; experience in Revit, AutoCAD, Sketch-up, Rhino, Photoshop, Illustrator, and InDesign;
7. Knowledge of physical systems and building technology;
8. General contractor's license preferred;
9. Knowledge of HUD Comprehensive Grant Program (HUD Handbook 7485.03);
10. Ability to prepare and monitor budgets;
11. Ability to prepare thorough written documentation of construction management meetings;
12. Ability to assemble and analyze factual information for the purpose of developing proposed courses of action and comprehensive solutions to program-related issues;
13. Ability to obtain Massachusetts Certified Procurement Official (MCPPO) title in 3 years.
14. Valid, insurable driver's license;
15. Ability to be relied upon to be available for work.