

# Construction Project Manager

Lebanon County Housing & Redevelopment Authorities through Brick Property Management Services, LLC is currently seeking an outgoing individual with excellent project management skills to join us in Lebanon County, PA. This individual will be responsible for the overall success of project construction development and oversight. The ideal candidate will be well organized, self-motivated, energetic, outgoing, and have a positive attitude.

## ***Duties include:***

- Manage and Organize approved programs and projects. Ability to monitor phases of each project to assure compliance and meet all target dates.
- Follow requirements for construction projects with knowledge of environmental studies, zoning, title issues, market studies, surveys and the like.
- Represents the Company to develop, implement, and administer Federally Funded Grant Programs.
- Development of the annual budgets and grant budgets to comply with the Company's processes and procedures.
- Submit and manage funding applications to HUD, DCED, the Board of Directors, and other applicant grant opportunities.
- Obtain and Maintain contract work/services that are required by the Capital Fund Program, HOME grant, or other funding requirements
- Participates in planning of new projects by reviewing contractor bids and proposals; recommends changes and modifications needed to conform to local, state, or federal codes and regulations.
- Conducts inspection of construction and renovation projects with owner, contractor, local, state, and federal inspectors; and representative of private lender, if applicable, to insure that methods, workmanship, and materials are in compliance with contract provisions, plans and specifications, and applicable building/construction codes and ordinances; completes progress reports; notifies owner and/or contractor of deficiencies and follows up to insure they are corrected.
- Reviews plans, drawings, and specifications to provide interpretations; reviews and makes recommendations regarding contractor requests for change orders; modifies appropriate documents to reflect approved changes and obtain approvals of all parties.
- Responsible for obtaining interviews with a contractor's employees to insure compliance with state and federal labor standards provisions.
- Provides technical expertise for planning and managing housing renovation projects and resolves contractor performance problems.
- Conducts a pre-bid conference to explain proposed improvements to prospective bidders; obtains competitive contract pricing on renovations to be completed.
- Monitors construction activities by conducting on-site visits and inspections, scheduling and attending project meetings, such as pre-bid, pre-construction meetings and construction monitoring meetings
- Responsible for obtaining interviews with a contractor's employees to insure compliance with the Prevailing Wage and Federal Labor Standards Provisions.
- Serve as point of contact for clients, addressing inquiries and requests in a timely and professional manner.

- Build and maintain strong client relationships, seeking opportunities for additional projects and business development.
- Performs other related essential duties and tasks as assigned.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Construction experience of 2 years (required)
- Project Management or similar experience of 2 years (preferred)
- Driver's License required
- Analytical - Collects and researches data.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully.
- Meets commitments.
- Interpersonal Skills - focuses on solving conflict, not blaming; maintains confidentiality.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification.
- Written Communication - Writes clearly and informatively.
- Professionalism - Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position.

**Qualifications:**

- Strong leadership, communication, and interpersonal skills, with the ability to effectively collaborate with diverse teams
- Solid organizational skills and attention to detail, with the ability to manage multiple projects simultaneously
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Technical and/or industry practice and principles in construction gained by a college degree, professional registration, or equivalent. At least four (4) years related experience and/or training in construction, residential/multi-family housing inspection, or property maintenance; or equivalent combination of education and experience.

**Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and application for funding.

Ability to effectively present information and respond to questions from groups of managers, Service partners, contractors, etc.

**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software.

**Physical Demands**

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.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is frequently exposed to outside weather conditions.

The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

Pay is \$70,000-\$75,000 annually

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