

JOB ANNOUNCEMENT

Title	Construction Project Manager
Compensation	Salary range: \$50,000 to \$70,000. Benefits include medical, dental and vision, with coverage for spouse/domestic partner for \$200/month employee copay and full family coverage for \$300/month copay; employer contributions to 401(k) retirement account equal to 6% of salary; life/LTD insurance; and vacation and sick leave.
Status	Full-time, regular, salaried, exempt position
Reports to	Director of Construction Management
Application Process	Submit (1) a cover letter describing how your education and experience prepare you for this position, (2) a resume and (3) three references, Attn.: Construction Project Manager. Postal mail: HDC, 847 NE 19 th Ave, Suite 150, Portland, OR 97232. E-mail: info@housingdevelopmentcenter.org

The Housing Development Center is an Equal Opportunity Employer and encourages applications from all qualified persons.

About Housing Development Center

Housing Development Center (HDC) is a nonprofit whose mission is to strengthen opportunities for low-income families and individuals by developing, preserving and sustaining affordable housing and community facilities. We are a group of roughly 20 diverse professionals who are committed to fostering equitable communities where all people have the opportunity to meet their basic needs and thrive. HDC provides integrated services in the areas of comprehensive development, asset management, program/policy development and (through the affiliated HDC Community Fund) community development financing. We have assisted the development of 5,443 units of affordable housing and currently have more than 1,200 affordable housing units in development. *For more information, visit www.housingdevelopmentcenter.org.*

Position Description:

HDC's project managers work with clients, lenders, investors, architects, building officials and contractors to develop new and rehabilitated affordable housing and community facilities projects. Construction project managers usually pair with an HDC finance project manager,

providing coordinated services to the development team. The ideal candidate has at least 5 years of experience in architecture or construction with a strong project management background and extensive experience in contract administration for multifamily residential construction.

Project Manager Responsibilities:

- . Assist owner to develop and refine the proposed project program, coordinating architectural, environmental, topographical, geotechnical, and other site investigations, as required.
- . Prepare and maintain a development schedule from inception through completion, and monitor financing sources and uses during construction to ensure that project is delivered on time and within budget.
- . Assist owner in the selection of professional consultants for the project, including an architect and general contractor, and assist owner in the review and negotiation of contracts for services.
- . Coordinate the work of the development team and monitor the development process by attending and documenting regular project design and construction site meetings.
- . Review contract documents, note any inconsistencies or lack of clarity, and provide suggestions to the design team for necessary revisions. Evaluate project constructability and construction cost feasibility through document review and design team interaction.
- . Review all test reports and ensure they are in compliance with project program.
- . Prepare wage determination requests for prevailing wage and/or Davis Bacon.
- . Assist owner to secure all necessary public approvals, permits and public utility hookups for the project, and coordinate final building inspection process.
- . Review the contractor's cost estimates, change orders and applications for payment, making recommendations for approval or revision, as necessary.
- . Provide suggestions for value engineering, and assist owner in evaluating value engineering proposals provided by the development team during each phase of project design.
- . Provide on-site observation of the quality and progress of the work, and ensure that the general contractor's submittals and requests for information are addressed in a timely manner.
- . Review and coordinate green/energy savings programs and assist with certification documentation.
- . Assist owner with coordination and oversight of architects to ensure all FEE scope is covered.
- . Assist owner in management of hard and soft cost contingencies and monitoring of allowances and inspection fees during construction.
- . Help the applicant resolve disputes or claims that may occur.
- . Ensure all lien/claim releases are executed with all progress and final payments.
- . Assist owner with one-year post occupancy assistance to include but not limited to: coordinate with contractor to resolve warranty issue and one-year warranty walk through.
- . Assist owner in complying with reporting requirements of project financing sources.
- . Assist as needed in the preparation of project financing proposals.
- . Participate in development of public policy to improve the affordable housing finance

delivery system.

- . This description is not meant to be complete, but is to identify major tasks. There may be obvious tasks not in this description or there may be tasks that are necessary due to the nature of the project or problems that occur.

Minimum Qualifications:

- . Demonstrated expertise in contract administration or construction management of multimillion-dollar construction projects.
- . Professional-level knowledge of construction business practices, including permitting, zoning, environmental testing and abatement, and construction and architectural contracts.
- . LEED accreditation or evidence of comprehensive training in sustainable design and construction.
- . Five to seven years' experience in architecture, general contracting, real estate development, affordable housing development, or related fields.
- . Excellent written and verbal communication skills.
- . Strong facilitation skills.
- . Ability to work independently, manage multiple priorities and solve problems expeditiously.
- . Exceptional proficiency with Windows-based word processing and spreadsheet programs, including Microsoft Word, Excel and Project.
- . Valid Oregon driver's license, good driving record and own transportation with current insurance.
- . Ability to walk across uneven surfaces at job sites and climb stairs.

Preferred Qualifications and Experience:

- . Knowledge of specific construction requirements related to development of affordable housing.
- . Experience with community facilities including integrated health care and community centers.
- . Experience with mid-rise and high-rise construction.
- . Experience with the regulatory requirements of public financing for affordable housing, including low-income housing tax credits and HUD financing programs.
- . Familiarity with City of Portland and State of Oregon affordable housing policies, programs and participants.
- . Experience working with individuals of diverse backgrounds.
- . Possession of current architect's licenses for Oregon and Washington
- . Strong customer-service ethic.
- . Demonstrated social conscience, with demonstrated work and/or volunteer service to low-income individuals and communities.