



## POSITION DESCRIPTION

---

**Position:** Capital Improvement Project Manager  
**Supervisor's Title:** Director of Capital Improvements  
**Department:** Capital Improvements  
**Date:** 10/22/24

---

### INTRODUCTION

#### ESSENTIAL TASKS OF THE PROJECT MANAGER

1. Provides input on planning and estimation of future capital improvement projects.
2. Assists Director with submission of budgets to funding agencies.
3. Participates in the review of plans and specifications for upcoming projects.
4. Oversees bidding process and maintains records.
5. Monitors ongoing construction projects and interacts with Architects and Contractors to ensure progress in compliance with established schedules.
6. Attends weekly site meetings and reviews meeting records with Architects.
7. Provides input on unforeseen conditions and works with Contractors and Architects to mitigate and resolve such issues.
8. Maintains orderly files of all contract documents, correspondence and requisitions.
9. As needed, attends meetings with residents, resolves resident concerns, and assists in the planning and execution of resident moves to temporary lodging during construction projects.
10. Performs outreach to residents and Contractors in accordance with Section 3 requirements.
11. Coordinates with other BHA departments and collects information necessary to submit Section 3 reports to HUD.
12. Performs various administrative duties such as filing, photocopying, correspondence, etc. as necessary.
13. Interacts with Division Director of Asset Management and Director of Housing Maintenance to gather input for upcoming projects and provide information on in progress projects and to resolve any issues.
14. Attends meetings and appropriate job trainings as required or assigned by supervisor.
15. Perform other work related duties as required or as assigned by supervisor/designee.

#### OPERATIONAL RESPONSIBILITIES

- Assists Director with formulation and submission of grants/budgets to Federal and State funding agencies.
- Assists Director in ensuring timely obligation and expenditure of funds in accordance with agency requirements.

- Assists Director with proper procurement of Architect/Engineer and Construction Services, with proper financial practices, documentation and file management in accordance with State and Federal laws and regulations.
- Maintains proper and orderly record keeping for all projects.
- Participates in all audit reviews of records.
- Works in harmony with Asset Managers of properties to arrange resident meetings, notice distribution and progress updates.
- Attends resident meetings as needed and maintains records of such.
- Assists Director in assembling Relocation Plans.
- Coordinates exterminations and cleaning of “hotel units” for projects that require them.
- Coordinates with moving companies and oversees onsite moves.
- Conducts Section 3 outreach fairs for residents, Contractors and businesses in accordance with HUD requirements.
- Compiles Section 3 records as they pertain to Federal projects and coordinates with other departments and delegates, through the Executive Director, responsibilities to those departments to assemble records needed to submit Section 3 reports.

## **POSITION REQUIREMENTS AND QUALIFICATIONS**

1. **EDUCATION:** Bachelor’s Degree, from an accredited college, in Project Management or a closely related field. \*Substitution: High School Diploma/GED plus substantial demonstrated experience working with Public Housing Project Management.
2. **EXPERIENCE:** Must have at least 3 years of experience overseeing large scale construction projects. Must have at least 3 years’ experience bidding projects under M.G.L 149 and 30B. Must have at least 3 years’ experience with HUD and DHCD regulations and requirements as they relate to construction projects.
3. **OTHER COMPETENCIES REQUIRED:**
  - Professional certification in construction and rehabilitation management from a recognized institution or agency.
  - Massachusetts Certified Public Procurement Official (MCPPO) certification to oversee and conduct procurement under MGL 149 and 30B.
  - Demonstrated ability to read blueprints and technical specification
  - Ability to interact positively with diverse organizations and individuals and constituencies and to problem solve.
  - Demonstrated computer literacy and familiarity with Microsoft Office.