

SUFFOLK REDEVELOPMENT AND HOUSING AUTHORITY	JOB DESCRIPTION		
Position Title	Facilities / Construction Manager		
Reports To	Community Development Director	Starting Range	\$40,000 - \$55,000
Department	Community Development	Posting Date	02/25/2022

### **General Statement of Duties:**

Under direction of the Community Development Director, performs highly responsible administrative and supervisory work involved in the planning, coordination, and management of the Housing Authority's public housing Capital Improvement programs. Provides managerial direction for all Facilities Management operations, which includes Architectural Services, Capital Fund Program, and specialized Rehabilitation Operations. Work is performed under supervision of the Community Development Director and coordinated with other department heads, but with a high degree of discretion and independent judgement within broad policy statements established by the Housing Authority and the Department of Housing and Urban Development.

### **Essential Job Functions**

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the work load.

1. Plans, organizes, directs and coordinates the Capital Fund Improvements of public housing units, facilities, and property (260 units, 3 properties) as well as Finney House and the Administration Building; along with projects funded with CDBG and HOME funds.
2. Develops long-term capital improvement strategies for Authority property reconstruction plans and suggests departmental budgetary items.
3. Checks projects for progress and for conformance to work plans and orders. Receives requests for emergency and unscheduled work and coordinates completion of tasks.
4. Works closely with city officials and other city agencies and community groups as may be required.
5. Maintains contact with various HUD Officials in the Field and Regional Offices and State regulating agencies, Capital Fund Program, Section 3 Program, Davis Bacon Wage Laws.
6. Assists the Community Development Director by preparing, reviewing, and presenting reports to HUD, Board of Directors, and other groups/individuals regarding activities assigned.
7. Develops Requests for Proposals (RFP) for technical assistance/administration services; reviews proposals for compliance with the RFP and oversees various contracts resulting from these activities.

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8. Develops Invitation for Bids for construction projects ensuring compliance with all state, local, and Housing Authority policies; establishes costs estimates; reviews bids; recommends award; and oversees projects.
9. Adheres to policies and procedures of the SRHA pertaining to all functions of the position to include procurement, labor, etc.
10. Reviews, suggests, and implements safety programs and ensures that the Authority's policies and procedures are in compliance with OSHA mandates and are being observed in the day-to-day activities of the maintenance and associated staff and safety requirements in all of our facilities.
11. Professional dress when appropriate.
12. Personal grooming is absolutely essential and required.
13. Must be able to remain calm, make sound decisions and provide clear direction in crisis situations.
14. Performs other related duties as required.

#### **Required Knowledge and Abilities**

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
2. Knowledge of the purposes, policies, and regulations of the Housing Authority as established.
3. Knowledge of the local, state, and federal laws governing public and other subsidized housing programs including health, safety, and fire regulations.
4. Knowledge of current trends and developments in the field of Housing Authority maintenance operations and administration.
5. Ability to read, interpret, and effectively communicate necessary policies and procedures.
6. Ability to read equipment manuals and interpret blueprints as well as knowledge of structural aspects of building design and construction methods and materials.
7. Knowledge of the methods, practices, tools, and materials used in building maintenance and repair and grounds keeping.
8. Knowledge of the occupational hazards and applicable safety precautions of the assigned work.
9. Knowledge of report preparation techniques and procedures, and a demonstrated ability to prepare and evaluate professional and technical reports, and other documents. Knowledge of GPNA, EPIC, Section 3 annual report, and certified payrolls, contractor, and sub-contractor reporting
10. Knowledge of principles and practices of contract administration; and federal, state, and local laws, regulations, and codes governing public housing reconstruction and maintenance.
11. Proficiency in Microsoft Office Suite and tracking software.

12. Knowledge of modern office equipment including copiers, personal computers, calculators, facsimile machines, etc.
13. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Housing Authority and/or HUD.
14. Ability to develop specifications and bid packages for renovations and reconstruction; and negotiate and administer capital improvement projects contracts.
15. Knowledge of all applicable building codes and housing standards.
16. Knowledge of applicable HUD rules and regulations concerning maintenance.
17. Ability to assign, supervise, and inspect the work of skilled mechanics engaged in various building maintenance tasks.
18. Ability to establish, monitor, and achieve objectives through skillful delegation of duties.
19. Ability to evaluate performance of subordinates accurately, corrects deficiencies, and to guide, replace, and assign personnel.
20. Ability to prepare and present ideas in a clear and concise manner, both orally and in writing.
21. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds.
22. Must be able to respond in emergency situations.
23. Ability to follow oral and written instructions in English.
24. Ability to communicate both orally and in writing in English.

### **Physical Requirements**

1. Ability to operate a variety of carpentry, electrical, and plumbing equipment, tools, and machines.
2. Ability to work/inspect in wet, damp, hot, cold, or dusty places. Ability to stoop and kneel in order to gain access to work areas.
3. Ability to work while standing for extended periods of time.
4. Ability to move or carry objects or materials such as sinks, counter tops, solid core and metal doors, debris, floor tile, fan motors and other HVAC parts, etc.
5. Ability to handle ranges and refrigerators using appliance hand trucks.
6. Ability to move or carry objects up to 25 pounds.
7. Ability to move or carry objects in excess of 25 pounds with the assistance of a hand truck or additional persons.
8. Level of manual dexterity sufficient to allow for operation of typewriter, terminal keyboard, telephone, facsimile machine, calculator, etc.

9. Ability to move, handle, or lift small objects around desk area, e.g., files, computer printouts, reports, office supplies, etc.

**Minimum Education, Training and/or Experience**

1. Degree in Engineering, with coursework in business preferred; equivalent experience or training may substitute for degree.
2. Minimum of eight (8) years progressively responsible experience administering public housing maintenance/modernization programs.
3. Any equivalent combination of education, training and experience that provides the required knowledge and abilities may be considered sufficient.

**Special Requirements**

1. Possession of a valid driver's license and be insurable by the Authority's automobile insurance.
2. Must pass a drug screen.
3. Must pass a criminal background check.
4. Employees who are not fully vaccinated will be required to get weekly COVID testing.