



VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

JR. PROJECT MANAGER – PLANNING, DEVELOPMENT, & MODERNIZATION

JOB TITLE: Junior Project Manager- Planning and Modernization
EXEMPT: Exempt / Salary – Non-Union
SALARY RANGE: Minimum: \$42,000/annual Maximum: \$60,000/annual
EMPLOYEE REPORTS TO: Director of Planning, Redevelopment & Modernization (DPRM)
PREPARED BY: D Ghio **DATE:** 03/ 07/ 2017
APPROVED BY: Executive Director **DATE:** 03/23/2017
INTERNAL POSTING: 07/26/2017
EXPIRATION DATE: 08/8/2017

General Statement of Duties

Reporting to the Director of Planning, Redevelopment & Modernization, the Senior Manager-Planning, and Modernization is responsible for assisting with the Planning and Public Housing Modernization activities of the Authority. The Junior Planner has co-responsibility to ensure that the Authority's Annual and Five-Year Plan and amendments as well as the Physical Needs Assessment are prepared and completed to HUD's satisfaction. Incumbent is responsible for budgetary control for all funds assigned to DPRM. Planning responsibilities include but are not limited to development of performance outcomes for all modernization, development, and economic development activities funded either through the Capital Fund Program, Development funds and/or other funding sources in the interest of Bridgeport Housing Authority. The Junior Manager- Planning and Modernization will be the Authority's assistant liaison with the City and key regional non-profit task forces and will coordinate the planning activities of the Authority with that of the City's Master Plan and Five-Year Consolidated Plan and all neighborhood and other community planning efforts that may affect the Authority.

The Junior Manager-Planning and Modernization will also perform duties as a Project Manager for all public housing modernization-related programs and/or construction projects. This is a technical and administrative position that requires an in-depth knowledge of modernization and rehabilitation processes relevant to multi-family and elderly residential housing. The Junior Manager will assist in developing and directing the BHA's Energy Conservation Program, the Job Order Contracts and DPRM Architectural and engineering contracts among other activities. Work representative of this capacity includes inspecting Authority properties; determining the extent of repairs or improvements necessary; preparing technical specifications and/or bid documents; evaluating proposals and monitoring progress of work in compliance with specifications and personnel regulations; contract and project management to insure compliance with contract documents and specifications; the maintenance of accurate project files; the completion of requisite environmental reviews; application of Davis Bacon Wage Rate regulations; the ability to read and interpret architectural blueprints; and the preparation of project related budgets and cost estimates. The Senior Manager- Planning and Modernization is accountable to adhere to and be guided by both HUD regulations and BHA Procurement Policy

The Senior Manager-Planning and Modernization supervises the construction project manager and compliance/fiscal manager.

Key Duties/Essential Job Functions

1. Assist in the preparation of the Authority's Annual and Five-Year Plans; and Physical Needs Assessment are accurate, correct, and ready for submission.
2. Participate in the development of the Authority's public housing Modernization; Energy Conservation Programs, Job Order Contracts; and other grant applications, including the preparation of project estimates, applications, responses, monitoring, and project close outs.
3. Participate with the construction project manager and compliance/fiscal manager as well as any and all related third party consultant contracts
4. Coordinate and conduct planning meetings with appropriate BHA personnel, City officials, residents, and community stakeholders. Maintain notes and/or minutes and develop the plans.

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5. Participate in City Planning and community meetings relevant to the Authority's Development activities. Plan new developments including site identification, liaison with City property auction process and actual site acquisition process for new developments.

(continued...JR PROJECT MANAGER POSTING...04 24 2017)

6. Help to coordinate and produce documents and schedules related to "scope of work" for planned development and/or maintenance activities and to coordinate these "scopes of work" with BHA's procurement procedures.
7. Maintain all public housing modernization and energy conservation program, funding accounts and records and reconcile records with Accounting Department.
8. Seeking out and applying for grants, maintaining data base on submissions and submission material, and complying with predevelopment steps for all grants;
9. Inspect materials, work in progress, and work completed to insure compliance with contract documents.
10. Supervise construction supervisors, project managers, and modernization staff in performing their assigned work for accountability and control processes. Implement contract documents and respond to architect, engineers and contractors' questions.
11. Work closely with staff and contractors to detect deficiencies and troubleshoot solutions. Inspect all finished work and initiate any necessary corrective action; report progress and problems to the Director of Planning, Redevelopment & Modernization on a regular basis.
12. Maintain reports and records required by HUD and/or the BHA relevant to the official Plans, modernization, and energy conservation, projects and activities.
13. Plan and participate in meetings with residents groups, housing authority staff, contractors, HUD, etc, on matters of planning, modernization, and new construction projects.
14. Represent the housing authority at meetings with officials in regards to planning, modernization programs, and funding.
15. Make recommendations for contract awards and prepare for signing all related contracts
16. Assist in determining allocated rehabilitation/development funding; prepare budgets by project and/or program.
17. Develop rehabilitation/development programming plans, including number of units, by projects, to be constructed and/or scheduled for rehabilitation per month and planned funds obligations. Assist in handling bid openings as required.
18. Prepare recommendations on the appropriateness for contract change orders on behalf of the department.
19. Perform budgetary control responsibilities for all funding assigned to DPRM. Monitor rehabilitation/development fund expenditures and ensure expenditures are charged to proper budget and account numbers.
20. Maintain rehabilitation/development management information data to include active contracts, total units scheduled/completed and programming plan progress by authority totals and projects. Maintain an Excel project contracting record showing contract effective data, contract number, contractor, contract completion schedule, contract face values, and type of work being accomplished.
21. Maintain comprehensive, accurate, and complete contract files.
22. Assist in the gathering, analysis, preparation, and presentation of rehabilitation/development data in written, graphic, and oral reports.
23. Oversee preparation of mechanical and construction drawings, designs, contract documents, bid documents, technical specifications, cost analyses and estimates. Review bids received for conformance with plans and specifications with appropriate staff. Inspect construction and mechanical work in progress to ensure compliance with plans, specifications and local, state, and federal codes.
24. Instruct in-house personnel in energy management techniques. Assist BHA service personnel with mechanical and service systems as required. Handle all claims under the Authority's fire insurance policies. Responsible for assisting in managing and monitoring construction, vacancy preparation and modernization activities for the Authority.
25. Review outside contractors' conformance with the Davis-Bacon Act. EEO Regulations and other relevant labor/wage requirements. Prepare drawings and specifications under the supervision of the Director of Planning, Redevelopment & Modernization.
26. Drafts correspondence and status reports to the BHA Board of Commissioners as requested
27. Perform other duties as required.

Qualifications/Education

A Bachelor's Degree and/or supervisory experience in the field of public housing. Must be able to prepare and analyze appropriate cost estimates for construction budgets. Ability to prepare all documents and correspondence. Knowledge of federal modernization/development programs and regulations. Knowledge of purchasing regulations as they relate to state law and the BHA's procurement policies. Must be familiar with EEO, Section 504, and Section

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3 requirements. Ability to chair and facilitate meetings, bid openings, and pre-construction conferences. Knowledge of the principles and practices of public housing management, maintenance, management information systems,

governmental and HUD regulations relating to all Authority programs. Knowledge and experience in reading and interpreting Federal, State, and local regulations. Experience in dealing with contractors and vendors.

The incumbent must demonstrate a working knowledge of building codes and regulations, preferably in Connecticut. Specific knowledge of HUD requirements, including Uniform Physical Condition Standards (UPCS) is desirable.

Graduation from an accredited college or university with a degree in architecture, planning or related field. Three to five years in housing and municipal planning, and supervision. Degree may be substituted for one year of experience. Cost estimation experience. At least one year experience on similar construction or modernization projects. Knowledge of construction principles, methods, procedures, and materials. Knowledge of applicable codes, laws, ordinances, and regulations related to housing. Knowledge of specification writing, bidding procedures, costs of labor and materials for construction. Understanding of financing of construction projects. Must be familiar with local, State and Federal ordinances regarding construction, modernization, and rehabilitation. Must be able to communicate effectively orally, and in writing, and maintain financial records. Must have a valid Connecticut driver's license. Excellent interpersonal and written communication skills. Must have the ability to listen and communicate with a diverse group of individuals. Demonstrated ability to make decisions independently. Proficient in MS Office Suite, Excel, PowerPoint, internet usage, and all other applicable software. Bilingual preferred not required. More than seven (7) years of relevant experience in similar and progressively responsible positions in the construction industry may be substituted for the above.

Working Conditions/Physical Requirements

Typical office environment and able to attend meetings, trainings and travel to BHA sites unaccompanied.

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Rev. May 18, 2008
Rev. David Ghio / James A. Slaughter 03 07 2017
2nd position 7/26/2017

TO APPLY:

INTERNALLY

https://workforcenow.adp.com/myportal/ess/recruitment/internalPostingPreview.faces?client=pc150&jobId=90507&lang=en_US&source=CC2

EXTERNAL APPLICANTS:

https://workforcenow.adp.com/jobs/apply/posting.html?client=pcc150&jobId=90507&lang=en_US&source=CC3

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