



TAOS PUEBLO HOUSING JOB DESCRIPTION

JOB TITLE: Construction Project Manager
PAY GRADE: E8
FLSA STATUS: Exempt
DEPARTMENT: Construction
REPORTS TO: Executive Director

GENERAL PURPOSE:

Plans and manages construction, rehabilitation and home improvement projects. Ensures timely planning, scheduling, controlling, and motivation is present to produce quality, timely job completions and budget compliance.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

ESSENTIAL FUNCTIONS:

Plans and manages overall construction and rehabilitation projects including preparation of job-specific plans and specifications and scheduling.

Prepares requests for proposals and subsequent bid opening and assessment process; has significant input on which bid or contract proposal would best meet the intent of the home construction, including all other considerations such as cost, quality, functional, and inherent maintenance requirements.

Conducts and monitors all ongoing construction and maintenance activities including ensuring all applicable building codes are adhered to and that HUD requirements are met.

Prepares Environmental Review Record on all projects.

Provides project management services for assigned projects, including review and/or development of projects programs and budget, estimates, scope of work plans, specifications, labor scheduling and control expenditures of project funds, review plans and specifications prepared by outside consultants.

Develops and implements design requirements, quality levels and develops and implements the design and construction of assigned projects including program review.

Controls major projects from beginning to end to assure the projects coming in are on schedule and within budget.

Monitors the project milestones and early warning signals. Reports updates to appropriate areas.



Updates the schedules and inform others (contractors, architects, other departments, subcontractors and suppliers) verbally, and in writing when they are not doing their jobs. Sets the pace on the project using the schedule to motivate. Reviews all documentation. Determines when it does not reflect planned conditions and seek solutions. Plans and implements corrective strategies.

Coordinates projects with homeowners.

Conducts procurements in compliance with HUD regulations i.e. micro purchasing, small purchases and prepares contracts under and over \$100,000.

Obtains, develops and maintains necessary personnel, training, and equipment to achieve financial, operational, and guest service expectations.

Recruits, interviews, hires, trains, schedules, supervises, evaluates, coaches, and terminates employees.

Ensures adequate staffing to meet the organizations needs and budget.

Responds to emergency calls after normal business hours, completing tasks in a timely manner.

Prepares or assists with the preparation of scheduled and/or ad hoc statistical and narrative reports; performs basic information gathering and analysis and/or forecasting, as specifically directed.

Monitors construction progress and worksites for safety hazards and corrects such hazard and/or violations.

Performs other duties as assigned.

SUPERVISION EXERCISED:

N/A

MINIMUM QUALIFICATIONS:

High School Diploma or GED. Architectural, Design and Computer classes required. Five years project construction management and three years in a supervisory capacity. General Contractor's License preferred. Project Management Certification preferred. Knowledge of Uniform Building Codes. Must be able to pass drug test and background check, with NO prior convictions of any felonies.

Taos Pueblo Housing reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.



KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of building, fire, life and safety, energy and state codes and the principles and interpretation of the International Residential Code.
- Knowledge of federally funded housing programs.
- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Knowledge of methods, practices, and techniques used in construction projects including accepted trade practices on new construction, remodeling, and maintenance and repair of building facilities.
- Knowledge of technical aspects of document preparation.
- Knowledge of project management techniques and practices.
- Knowledge of federal procurement regulations and procedures.
- Knowledge of electrical, utility, mechanical, and plumbing trades.
- Skill in planning, organizing, and supervising construction projects.
- Skill in operating business computers and office machines, including word-processing, spreadsheets, and database software programs.
- Skill in applying architectural and construction techniques and methods to resolve technical problems.
- Ability to supervise the work of others.
- Ability to communicate, read, and write clearly in basic English.
- Ability to solve complex problems and deal with a variety of indistinct variables in atypical situations.
- Ability to supervise, teach and motivate others.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds, employees, and officials.
- Ability to work efficiently under stressful conditions, makes solid decisions, and exercise independent judgment.
- Ability to prepare and present detailed reports.
- Ability to handle multiple tasks and meet strict deadlines.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee frequently is required to sit and stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee regularly is required to climb or balance; and talk or hear. The employee occasionally is required to sit; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

Work is performed both indoors and outdoors with moderate to loud noise levels. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Standing and walking may be on uneven surfaces or unstable ground. Situations where



safety-toe shoes, safety goggles, gloves, Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

EMPLOYEE'S CERTIFICATION:

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo Housing as the needs of the employer and requirements of the position change.

Employee's Signature

Date