

HOUSING AUTHORITY OF THE CITY OF HARTFORD

JOB DESCRIPTION

Title: Project Manager

Department: Development and Capital Improvement

Supervisor: Development Director

Date: September ____, 2020

Overview: Assist Development Director in the overall coordination and timely implementation of assigned projects, from the point of planning and development through construction or implementation to achieve successful delivery and completion of projects in a timely manner.

ESSENTIAL JOB FUNCTIONS:

- Works with modernization and development team members to establish program priorities and timelines.
- Coordinates and attends daily, weekly and/or monthly meetings or conference calls with the project team, including the project architect and contractor. Prepares and maintains agenda and minutes as required.
- Provides logistical support in tracking and meeting all required preconstruction milestones to ensure that the transactions close within assigned timelines.
- Collaborates with development team staff to provide all necessary general contractor, architect and construction consultant's due diligence items required for financing, design or disposition of the project.
- Reviews and processes contractor and other professional services invoices related to contracts or task orders for rehabilitation and development.
- Obtains certificates of insurance and ensures adequate liability and workers' compensation coverage within HACH and project guidelines.
- Maintains project files both electronically and in hard copy to ensure all required project related documents are being, uploaded, updated and tracked.
- Assists with the procurement of various entities that are required for the Real Estate and Modernization Department.
- Assists with the drafting and compilation of documents for grant and financing application submissions.
- Preparation of presentations and reports related to Development and Capital Improvement projects and initiatives as directed.
- Provides input to HACH staff and consultants in the development and execution of 5-year plans as well as annual budgets.
- Coordinates pre-construction team inspection of existing multi-family projects or vacant properties. Includes inspection of all interior units, common areas, building exteriors and site.
- Expedites and tracks the processing and approval of shop drawings, product data, samples and other submittals to ensure project deadlines are met.
- In conjunction with other development team members, coordinates and assists with punch list items with developer, general contractor and subcontractors and project closeout activities.
- Coordinates or assists with reporting requirements – including but not limited to labor standards and wages, Section 3 compliance, EPC compliance, minority business participation reporting compliance, etc.
- Assist with the preparation of documents seeking municipal, state and/or federal approvals in order to advance projects.
- Responds to requests for information and/or documentation related to property repositioning applications.
- Other duties as assigned.

JOB REQUIREMENTS;

- Bachelor’s degree in project management, finance, business, engineering or equivalent baccalaureate, or equivalent work experience
- 3-5 years of experience in Project Management, or equivalent work experience.
- Prior experience in affordable housing, multi-family or commercial construction projects is considered a plus.
- Proven computer literacy, proficiency in MS Office suite of products including Microsoft Excel and Power Point.
- Ability to work with internal team members, contractors, consultants, architects and other building professionals to assist in managing various phases of work.
- Ability to work in a demanding environment, demonstrate accuracy and attention to detail.
- Ability to demonstrate poise under pressure, be able to provide fast, accurate and complete information.
- Ability to apply a proactive approach to problem-solving and be an expert in prioritizing competing deadlines in a fast-paced deadline driven environment.
- Ability to perform multiple complex tasks concurrently.
- Excellent verbal and written communication skills.

The declarations on the above job description are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job.

Neither this document nor any of the informational materials and forms creates an express, implied contract for a definite period, or a contract concerning any terms of conditions of employment, nor shall it alter in any way the at-will nature of employment or imply that discharge will occur for cause.

I have read and understand the duties and requirements as listed in this job description. With regard to the essential functions, I acknowledge that I can and will perform them.

Employee/Applicant _____

Supervisor _____

Date _____