



**PROJECT MANAGER**

DEPARTMENT: DEVELOPMENT I  
REPORTS TO: Director of Development  
EXEMPT/GRADE: Non-Exempt / Grade 7

**DEFINITION**

Under general supervision, the Project Manager will inspect development contracts for compliance with International Code Council codes, local regulations, specifications, and quality of work. The Project Manager position is responsible for maintaining communication with the contractor(s) on all projects both verbally and written to ensure all scope items are completed to RHA standards.

**EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES**

- Performs inspections of construction projects underway on residential properties for code and specification compliance.
- Conducts labor compliance interviews and reviews contractor pay requests and certified payroll documents for accuracy.
- Writes technical specifications and reports
- Produces plans for building permits.
- Reviews inspections of RHA properties.
- Prepares regular and special reports.
- Manages construction projects including recordkeeping, filing of reports, monitoring accounts, and scheduling work as needed.
- Coordinates work with other RHA departments.
- Conducts final project punch list walk-through with appropriate persons to determine compliance with contract provisions prior to submitting a recommendation for bond release and approval of final payment.
- Performs other related work as assigned.

**QUALIFICATIONS**

- Graduation from high school or equivalent.
- A minimum of two years of college course work in construction or technology, pre-engineering or a related field or completion of a recognized apprenticeship in one of the following building trades: plumbing, electrical, heating and air conditioning, carpentry, plus five years of journey-level experience in the specified trade area.
- Successful completion of all four residential certifications through the International Building Code Council and/or successful completion of a recognized project management program may be allowed as a substitute for all or part of the college course work or can be used to substitute a maximum of two years of journey level trade experience.
- Or an equivalent combination of education, training and experience as determined by Human Resources.

**KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of functions, basic organization and procedural constraints related to the operation.
- Knowledge the principles, practices, materials, and equipment involved in building construction and housing rehabilitation.
- Knowledge of civil/site work construction, pavement sections, sewer lines, storm drainage, and landscaping.
- Knowledge of local and federal building standards and building codes.
- Knowledge of office administrative procedures, systems, and equipment.
- Ability to organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.
- Ability to communicate tactfully and effectively in both written and verbal form.
- Ability to conduct inspections of housing units and accurately determine structural soundness, suitability for occupancy and compliance with federal requirements.
- Ability to interpret and apply appropriate sections of codes, ordinances and regulations governing new construction and existing buildings and then inspect work and assure compliance.
- Ability to prepare and present technical specifications and reports.
- Ability to work effectively in the field without constant and direct supervision, and travel to different sites and locations as required to perform job duties.
- Ability to maintain effective, professional working relationships with staff, co-workers, clients, other agencies, and the public.

**WORK ENVIRONMENT & PHYSICAL DEMANDS**

- Mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work in an office setting, frequently operate standard office equipment including computers, printers, telephones, copiers, and calculators.



Executive Director  
Amy Jones

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**ADDITIONAL REQUIREMENTS**

- Ability to obtain and maintain certifications as directed by the Agency as they relate to the position.
- Valid Nevada driver's license at time of appointment with acceptable driving record throughout employment are required in this position.
- Stamina to sit for extended periods of time; vision to read printed materials; hearing and speech to communicate in person or over the telephone.
- Ability to lift, carry, push, and pull materials and objects up to 50 pounds.
- Travel to different sites and locations.