



**SENIOR PROJECT MANAGER**

DEPARTMENT: DEVELOPMENT I  
REPORTS TO: Director of Development  
EXEMPT/GRADE: Non-Exempt / Grade 5

**SUMMARY**

Under general supervision, the Senior Project Manager will oversee the inspection of development contracts for compliance with International Code Council codes, local regulations, specifications, and quality of work. The Senior Project Manager position is responsible for maintaining communication with department director, department staff, and 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**

- Oversees and performs inspections of construction projects underway on residential properties for code and specification compliance.
- Oversees and 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 on-site inspections of projects in progress ensuring conformance with specifications.
- 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.

- Or an equivalent combination of education, training and experience which provides the knowledge and abilities necessary to perform the work 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 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 effectively communicate verbally and in writing.
- Ability to prepare and present technical specifications and reports.
- Ability to use computer systems and software programs including Microsoft project.
- Ability to establish and maintain effective and cooperative working relationships with residents, contractors, vendors, RHA staff, and the public.
- Ability to drive a vehicle to different RHA properties and locations, requiring a valid Nevada Driver's License in good standing.

**MINIMUM QUALIFICATIONS**

- Two (2) years of college course work in construction, technology, pre-engineering or a related field; Or construction management experience 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.
- Completion of all four residential certifications through the International Building Code Council or completion of a recognized project management program may be substituted for all or part of the college course work or may substitute for two years of journey-level trade experience.
- Five (5) years of supervisory, project management, or construction management experience is required.



Executive Director  
Amy Jones

### **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.
- Frequent sitting, standing, walking, pushing, pulling, bending, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities.
- Regularly work indoors in an office setting, regularly operate standard office equipment including computers, printers, telephones, and copiers.
- Occasional standing, walking, bending, stooping, kneeling, reaching, pushing, and pulling.
- Occasional lift, carry, push, and pull materials and objects up to 50 pounds.

### **ADDITIONAL REQUIREMENTS**

- Valid Nevada Driver's License at time of appointment with an acceptable driving record throughout employment is required.
- Obtain and maintain certifications, licensure or credentials that relate to the position as directed by the Authority.
- Provide a copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of offer.