



Housing Authority of the City of Reno

Announces an Open Competitive Recruitment for ***SR. PROJECT MANAGER (Construction)***

THE POSITION

Under general supervision, the Senior Project Manager plans, coordinates and oversees construction of multiple capital improvement projects relating to affordable housing. Monitors construction to ensure compliance with the construction documents and contract requirements including construction costs, schedules, regulations, and change orders for capital projects.

THE JOB DESCRIPTION IS ATTACHED TO THIS ANNOUNCEMENT

WHAT WE DO

The RHA helps ensure nearly 9,000 people in the Truckee Meadows have a safe, secure place to call home. We are the largest provider of affordable housing in Washoe County, proudly assisting families and individuals in our community.

WHY APPLY?

The RHA is committed to developing a team that embraces our mission and core values throughout our local community. To offer superior service to our clients, we invest substantially in professional growth and development and are focused on exemplifying our underlying values of integrity, trust, leadership, progress and customer service. We offer **competitive salaries** based on skills and experience, an **exceptional benefits** package, a robust defined benefit retirement plan, and ample **opportunities for growth**. Our benefits package includes:

- ◆ **100% employer paid** health, dental, vision & life insurance
- ◆ Flexible Spending plan.
- ◆ **Excellent vacation & sick leave** accrual program
- ◆ Thirteen (13) paid Holidays
- ◆ **100% employer paid** retirement contribution for the Public Employees Retirement System (PERS)
- ◆ **Paid Parental Leave**
- ◆ 457(b) retirement savings program
- ◆ **Employer paid** life insurance and AD&D
- ◆ Positive, friendly work environment focused on providing work/life balance

SALARY PAY RANGE

⇒ Starting annual salary \$85,716.80

⇒ Merit increases to \$126,630.00

* This position is scheduled to receive a COLA increase in July 2023 .

CONDITIONS OF EMPLOYMENT

This is a full-time, exempt position. The RHA is committed to ensuring a safe, productive and positive work environment through a Drug and Alcohol-Free Workplace. Selected candidates will need to complete a pre-employment drug screen and background checks including a criminal history check.

TO BE CONSIDERED

If interested and meet the minimum qualifications for this position you are encouraged to obtain an application at www.renoha.org. If reasonable accommodation is required, please contact the RHA Human Resource Director at HR@renoha.org

Please submit a complete application on or before the close date to HR@renoha.org. While you may include a resume, the RHA cannot accept resumes in lieu of a completed application.

EQUAL OPPORTUNITY EMPLOYER

The Reno Housing Authority is an equal opportunity employer. The RHA is committed to the principles of Equal Employment Opportunity (EEO) in accordance with applicable Federal and State law, and Executive Orders. Our policies prohibit unlawful discrimination based on race, color, creed, gender, religion, marital status, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by Federal, State, or local laws.

CLOSE DATE: Open until filled

This recruitment may close at any time based on applications received. Qualified applicants are encouraged to apply as soon as possible.



Housing Authority of the City of Reno

SENIOR PROJECT MANAGER (Construction)

DEPARTMENT: Development
REPORTS TO: Director of Development
EXEMPT/GRADE: Exempt / Grade 3

SUMMARY

Under general supervision, the Senior Project Manager plans, coordinates and oversees construction of multiple capital improvement projects relating to affordable housing. Monitors construction to ensure compliance with the construction documents and contract requirements including construction costs, schedules, regulations, and change orders for capital projects.

EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES

- Plan, prioritize, assign, supervise, and review the work of construction services engaged in design, construction management, and procurement of construction services.
- Oversee the preparation of contract solicitations including Requests for Proposal for construction contracts, special inspections, and other project support contracts.
- Manage contract selection process, prepare cost and price analysis, recommend contract award, and negotiate and prepare final contracts.
- Evaluate project design and construction objectives, identify the most economical and efficient procedures for building renovation, design and construction.
- Manage cross functional project teams to implement project/program plans, ensuring adherence to resources, budget, time constraints, and contract/application/funding award compliance provisions.
- Collaborate with engineers, architects, and other professional service providers to determine specifications of projects and address requests for information.
- Creates construction budget and ensures compliance with obligation deadlines, tracks costs obligated and incurred.
- Oversee building permit application submittals and required land use actions; work with local agencies to secure fee waivers; coordinate permit review process.
- Analyze and direct the overall project schedule and scope for implications on goals, objectives, and policies for the project. Track and report on project budget, milestones, risks, and major issues.
- Oversees contract change order requests, evaluate and assess options, and propose solutions.
- Oversees construction projects underway for compliance with contract specifications, code and quality compliance.
- Provide final approval of contractor pay requests and certified payroll documents.
- Monitor construction to ensure compliance with the construction documents and contract requirements including construction costs, schedules, regulations, and change orders for capital projects.
- Conducts regular inspections of RHA properties to assess ongoing capital needs. Prepares and maintains capital needs project lists for each RHA owned property, including timelines to assist in budgeting.
- 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.
- Supervise a project team and assigned Development staff.
- Prepare reports for the Department Director, Executive Director, the Board of Commissioners and HUD as needed.
- Participate in the development of the 5-year Capital Fund Project budget for all RHA owned properties.
- Manage construction projects recordkeeping, filing of reports, ensuring construction schedule is followed, monitoring accounts, and scheduling work as needed.
- Coordinates work with other RHA staff to ensure communication of project scope and impact on tenants.
- Acts as the 504 Coordinator and addresses requests and/or complaints regarding reasonable accommodations and fair housing concerns from program participants and applicants. Conducts needs assessment and works with program managers and staff to develop plans to meet the needs of individuals with disabilities.
- Monitors and ensures adherence to all agency and HUD regulations, policies, and procedures.
- Perform related duties and responsibilities as required.



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MINIMUM QUALIFICATIONS

- Three (3) years of project management experience in public works, engineering, or construction management.
- Bachelor's degree from an accredited university in construction management, engineering, architecture, or a closely related field OR Two (2) years of college course work in construction, architecture, pre-engineering or a related field with five (5) years of construction management experience
- 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.
- Experience using PROCORE and AutoCAD software a plus.
- 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 capital construction project management and contract administration.
- Knowledge of the principles, practices, materials, and equipment involved in building construction and housing rehabilitation.
- Knowledge of applicable federal, state and local building standards and building codes.
- Knowledge of civil/site work construction, pavement sections, sewer lines, storm drainage, and landscaping.
- Ability to organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.
- 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 conduct inspections of housing units and accurately determine structural soundness, suitability for occupancy and compliance with federal requirements.
- Ability to handle confidential information with discretion and independent judgement, and in compliance with regulations, laws and policies.
- Ability to prepare and present technical specifications and reports to individuals and groups.

- Ability to effectively communicate verbally and in writing.
- Ability to establish and maintain effective and cooperative working relationships with residents, contractors, vendors, RHA staff, and the public.
- Ability to use computer systems and software programs including Microsoft project.
- Ability to attend meetings outside working hours, and to travel to different sites and locations as required to perform job requirements.
- Ability to drive a vehicle to different RHA properties and locations, requiring a valid Nevada Driver's License in good standing.

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.
- Stamina to sit for extended periods of time; vision to read printed materials; hearing and speech to communicate in person or over the telephone.
- Occasionally work outdoors in all weather conditions
- Occasional standing, walking, bending, stooping, kneeling, reaching, pushing, and pulling.
- Lift, carry, push, and pull materials and objects up to 25 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.