



Housing Authority of the City of Reno

Announces an Open Competitive Recruitment for **PROJECT MANAGER**

THE POSITION

Under general supervision, the Project Manager is responsible for the organization, planning, and support of renovation and development projects. Prepares and reviews development contracts for compliance with International Code Council codes, local regulations, specifications, and quality. Inspects projects in process and at completion to ensure safety and quality of workmanship standards are maintained, and legal requirements are met. Ensures all scope of work items are completed to RHA standards.

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 Ins.
- ◆ 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 \$30.84 Per Hour

⇒ Merit increases to \$45.57 Per Hour

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

CONDITIONS OF EMPLOYMENT

This is a full-time, non-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.



PROJECT MANAGER

DEPARTMENT: Development
REPORTS TO: Sr. Project Manager
Exempt/Grade: Non-Exempt / Grade 7

SUMMARY

Under general supervision, the Project Manager is responsible for the organization, planning, and support of Reno Housing Authority renovation and development projects. Prepares and reviews development contracts for compliance with International Code Council codes, local regulations, specifications, and quality. Inspects projects in process and at completion to ensure safety and quality of workmanship standards are maintained, and legal requirements are met. Maintains effective communication with contractor(s) on projects to ensure all scope items are completed to RHA standards.

EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES

- Assist in the establishment of the Development Departments strategies in alignment with agency goals and objectives
- Utilizing AutoCAD software prepares, reviews, and submits documentation for Reno Housing Authority renovation and development projects to Senior Project Manager for review.
- Supports Senior Project Manager and assists in preparing finance request documents (applications) including standard boiler plates for LIHTC, HOME, CDBG and other typical affordable housing development funding streams.
- Works with the Development team and Sr. Project Manager to administer and manage multiple construction projects from start to finish.
- Writes scope of work, technical specifications, and reports. Produces plans for building permits.
- Performs on-site inspections of construction projects underway for compliance with contract specifications, code and quality compliance.
- Conducts labor compliance interviews and reviews contractor pay requests and certified payroll documents for accuracy.
- Assists in tracking of funding applications and awards.
- Assists in tracking expenses of projects to ensure ongoing funding levels meet project funds needs.
- Manages the recordkeeping, filing of reports, monitoring accounts, and scheduling of work for construction projects.
- Reviews and verifies inspection reports of RHA properties and projects.
- Prepares regular and special reports.
- 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.

- Monitors and ensures adherence to all agency and HUD regulations, policies, and procedures.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- Two (2) years of college courses in finance, accounting, economics, construction management, architectural design, pre-engineering, or similar related field.
- Two (2) years of construction and project 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
- One (1) year of CAD experience in the preparation of drawings and plans.
- 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 the principles, practices, materials, and equipment involved in building construction and housing renovations.
- 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,



Executive Director
Hilary Lopez, PhD.

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systems, and equipment.

- Knowledge of construction contract administration.
- Ability to prepare project budgets and schedules.
- Ability to conduct inspections of housing units and accurately determine 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 organize work, set priorities, meet critical deadlines, and follow up on assignments with minimal supervision.
- Ability to effectively communicate verbally and in writing to individuals and large groups.
- Ability to establish and maintain effective and cooperative working relationships with RHA staff, RHA Board of Commissioners, residents, contractors, local and federal agencies, and the public.
- Ability to drive a vehicle to different RHA properties and locations, requiring a valid Nevada Driver's License in good standing.

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.

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 indoors in an office setting with the need to meet strict deadlines, regularly operate standard office equipment including computers, printers, telephones, and copiers.
- Work outdoors in various weather conditions
- Stamina to sit for extended periods of time; vision to read printed materials; hearing and speech to communicate in person or over the telephone.
- Occasional standing, walking, bending, stooping, kneeling, reaching, pushing, and pulling.
- Occasionally lift, carry, push, and pull materials and objects up to 25 pounds.

Position descriptions are intended to present a descriptive list of the range of duties performed by the title and is not all-inclusive. May be expected to perform job-related duties other than those listed.

*Revised: 06/22; 03/21;
03/19 Est. 11/18*