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|  | **SAN CARLOS HOUSING AUTHORITY**  **P.O. Box 740**  **Peridot, Arizona 85542** |

**Job Announcement**

POSITION TITLE: Development Manager JOB ANNOUNCEMENT: #332

OPENING DATE: April 28, 2022 SALARY: DOE

CLOSING DATE: May 19, 2022 LOCATION: SC Housing Authority

Job applications are available at Peridot, Tufastone, Bylas Sub-offices or

can be mailed or emailed upon request.

**Applications are due at 4:30 p.m.at the Peridot Housing Office on the closing date.**

**Nature of Position:**

Under the direct supervision of the Executive Director, the Development Manager, performs oversight, supervision, and management relating to the design, construction, of the San Carlos Housing Authority’s new development; a variety of skilled tasks of average or greater difficulty, involving various aspects of monitoring, coordination and scheduling related to development and construction projects; assists in a variety of departmental operations; performs special projects and assignments, provides field and administrative oversight for all phases of construction projects, including coordination of contractors, sub-contractors and other contracted staff, materials; equipment and safety practices; ensures compliance with project specifications; verifies that quality control standards are maintained, and that work is accomplished within time and budget constraints; and other duties as directed

**DUTIES AND RESPONSIBILITIES:**

* Defines and determines plans and specifications applicable to new construction
* Ensures compliance with all related labor compliance regulations.
* Advises and informs the Executive Director on all construction

projects, concerning quality, planning, specifications and construction progress.

* Participates in meetings associated with construction, contracting and maintenance, and

interprets plans as necessary.

* Prepares oral and written reports
* Implementation of job site and construction project management in accordance with SCHA’s gaols
* Ensures that quality workmanship is maintained on all projects, and that all safety

practices and procedures are practiced during the construction

* Acts as an authorized representative of the Housing Authority in performing field

supervision tasks such as determining work progress

* Ensures compliance with plans and specifications, utilization of proper construction

standards, and confers with contractors regarding items of non-compliance, code

violations, safety issues, workmanship, or other contractual obligations.

* Performs field inspections/visits on all contract work-in-progess, as directed
* Prepares and maintains field reports, records and correspondence to the Executive Director concerning all aspects of construction, compliance and safety as required by governmental regulation(s)
* Coordinates construction/rehabilitation activities with other programs, staff and tenants,

and must maintain effective and professional relationships with contractors, subcontractors, other jurisdictional agencies, Housing Authority staff, tenants, and the

general public.

* Maintain a working knowledge of program policies and procedures, and provide

resource assistance to vendors and contractors as required.

* Prepare and process various forms and documents.
* Review various types of reports submitted for completeness and compliance
* Produces monthly department activity reports according to pre-established format (both manual and computer reports); submits to the Executive Director
* Performs other duties as assigned

**KNOWLEDGE OF:** Knowledge of public housing construction programs and requirements.

principles of real estate financing and development; federal and state housing programs.

building code and safety standards; working knowledge of local public and private building

practices, including wage rate requests and monitoring. Requires a general knowledge of

urban and regional planning practices and procedures; and principles and practices of

personnel management, program management and supervision. Ability to read and interpret

complex plans, sketches, and diagrams; maintain essential records and files; analyze data and

present ideas and information effectively, both orally and in writing. Work under tight

schedules and deadlines; effectively supervise a staff of professional subordinates; operate a

computer and other traditional office equipment; critically analyze complex program

operation issues; prepare clear and concise reports; successfully resolve staff conflicts.

identify existing or potential problems, correctly determine cause, and recommend an

effective course of action. Research, collect, and compile information and data; safely

operate a motor vehicle, have a working knowledge of grant methods; maintain essential

records and files and perform essential functions within a stressful environment.

**MINIMUM QUALIFICATIONS:**

1. Education/Experience:
2. Associates Degree or bachelor’s degree in science or engineering or construction management or of the building trades and/or six years’ experience in the building trades or construction management or related fields and progressively responsible experience in building maintenance.
3. Prior supervisory experience preferred
4. Facility management certification preferred
5. Knowledge of local, state, HUD and national life-safety and building codes.

**ADDITIONAL REQUIREMENTS**

1. Must have a valid AZ Driver’s License.
2. Must pass a pre-employment drug test.
3. Must submit certified 5-year MVR and be insurable under SCHA vehicle insurance
4. Applicant will be subject to a Federal, State, County, Local and Tribal background check.

INDIAN PREFERENCE:

Preference in filling vacancies may be given in accordance with the Indian Preference Act and SCHA Personnel Manual relating to Tribal and Veterans Preference. On other than the above

San Carlos Housing Authority is an Equal Opportunity Employer.