

POSITION DESCRIPTION

TITLE/DEPARTMENT: Assistant Director of Capital Planning/Facilities

JOB SUMMARY

This is a very responsible administrative position in which the incumbent is responsible for the technical and administrative work associated with rehabilitation projects performed by the Authority. The incumbent will be responsible for carrying out Capital Plans associated with the disbursement of funds awarded through the U.S Department of Housing and Urban Development and the Massachusetts Department of Housing and Community Development. The incumbent may be asked to assist with all phases of the design process including selection of consultants, engineers, and architects. The incumbent will receive direct supervision from Director of Capital Planning. The incumbent will represent the Authority on all construction projects and works directly with architects, engineers, contractors and forced labor accounts.

SUPERVISION RECEIVED

The incumbent reports directly to the Director of Capital Planning/Facilities for supervision. The incumbent is responsible for the preparation of daily progress reports for all modernization projects and will apprise the Director of Capital Planning/Facilities on any unusual or complicated situations.

SUPERVISION GIVEN

The incumbent oversees and monitors work performed by contractors, tradesmen and others on construction projects that are publicly bid. For in-house projects, the incumbent will be required to coordinate construction trades staffing and monitoring throughout the construction process.

KNOWLEDGE, SKILLS AND ABILITIES

1. Considerable knowledge of building maintenance principles, practices, materials, supplies and equipment.
2. Experience in planning, supervising and administering large building and site improvement projects.
3. Knowledge of state and local building codes as well as state and federal bidding procedures.
4. Ability to read and interpret written instructions, follow blueprints, technical drawings, documents and specifications. Must possess the ability to interpret federal and state program regulations and administer programs in accordance with established requirements.
5. Experience in reviewing and monitoring capital budgets and creating capital improvement plans.
6. Knowledge of occupational safety procedures and OSHA safety standards.
7. Ability to supervise and motivate subordinates.
8. Shall possess strong grant writing skill.
9. Shall possess a valid Massachusetts Construction Supervisor's License
10. Shall possess a valid Massachusetts Driver's License.

PRINCIPAL DUTIES

1. Assists in planning and implementation of major capital improvements of existing developments.
2. Administers awarded contracts by conducting meetings, approving submittals, conducting site inspections, amending work specifications as needed, processing contractor requests for payments and/or change orders, quality control inspections and inspecting contracted work for final approval and acceptance.
3. Assists in the preparation of necessary modernization applications and reports.
4. Maintains daily construction reports.
5. Maintains inventory of supplies and materials and equipment entrusted in his/her care and undertakes advanced planning to anticipate material and manpower needs.
6. Coordinates all construction trades and material flow on in-house work.
7. Verifies weekly time sheets and prepares and submits weekly payroll reports.
8. Determines corrective actions to address problem areas.
9. Assists in the preparation of budgetary requests for capital improvement items.
10. Reviews and analyzes financial information pertinent to rehabilitation and modernization projects.
11. Reviews specifications, drawings, blueprints and other technical documents in the planning and implementation of modernization programs.
12. Ability to complete and submit reports to funding agencies, as needed.

QUALIFICATIONS/EXPERIENCE

The nature of this position requires that the incumbent should possess a bachelor's degree in business, engineering or finance. A minimum of five (5) years experience in a supervisory capacity in the construction/facilities management field preferred. A working knowledge of Massachusetts Building Code is required. The candidate must have previous experience in cost estimating, planning, budgeting and cost control. Experience in mechanical engineering, contract administration and construction inspection is required. Must have a construction supervisors license or obtain licensure within one year.

SALARY \$60,000-\$65,000

11/8/17

