

NEZ PERCE TRIBAL HOUSING AUTHORITY PROJECT MANAGER (Construction/Rehab)

Basic Function: Experience required in all facets of residential construction, renovation and repair including estimating, management, purchasing, scheduling of personnel and equipment. Duties will include working with individual homeowners and maintenance counseling.

Reporting Responsibility: Supervised by the Executive Director.

Duties:

1. Over-sees, directs and plans all technical, ordinary and extraordinary repairs and maintenance of assigned dwelling structures.
2. Coordinates completion of home repairs and renovations services with individual homeowners and in accordance with policy and procedures.
3. Set up multiple project schedules, coordinate and supervise labor, subcontracts, material and equipment for timely completion of home repairs and renovation projects. Including coordinating with partner funding agencies and working with Housing Manager to seek additional outside funding for completion of projects.
4. Determines detailed scope of work and cost estimates for completing repairs and renovations for each assigned dwelling. Work with families to prioritize essential repairs within project budgets.
5. Maintains detailed files for each work project, coordinates and secures appropriate signatures for all documents.
6. Plans for the requisitioning of tools, materials, and services to be delivered at specified times to conform to work schedule.
7. Accounts for and ensures that NPTHA's property, equipment, and vehicles are not abused and are used for NPTHA purposes only.
8. Ensures good workmanship and applies applicable building codes. Confers with construction and engineering personnel, inspectors and suppliers to resolve work specification issues and promote efficient and effective methods.
9. Coordinates contractor activities and supervises service contracts to the satisfactory completion of work specifications.
10. Inspects work in progress to ensure that workmanship conforms to specifications and acceptable standards and that progress schedules are adhered to.
11. Establishes and ensures tracking of all labor, materials and contract costs utilized in completion of individual home repair grants or other assigned projects.
12. Supervises force account personnel, provides necessary training and guidance, maintains accurate work log records and adheres to available budget line items.
13. Ensures that each project is complete and ready for final inspection.
14. Assist in budget planning for home repairs, renovations and new construction.
15. Coordinates new construction activities including site planning, designs, plans and specification review, and project superintendent duties as assigned.
16. Other duties as required by the Executive Director or designee.

Qualifications:

1. Must have at least a high school diploma or GED and, ideally, a trade school diploma or the equivalent of six years experience in the building trades or related fields and progressively responsible experience in building construction, repair or maintenance.
2. Must have a valid driver's license.
3. Must have a working knowledge of electricity, heating/cooling system, ventilation, plumbing, general construction, blueprint reading; and extensive knowledge of HUD and national building codes.
4. Must have the ability to effectively plan and supervise the activities of a number of subordinates engaged in various maintenance/construction activities and to make accurate estimates of time and materials required.
5. Must have considerable experience and knowledge of all phases of construction, including scheduling and estimating; Five (5) years experience in all phases of construction; be able to read blue prints, surveyor's maps, and any other documents related to construction of a home; must have knowledge of residential construction from start to finish and amount of materials needed to complete a job; be able to supervise various crews, set up, supervise and complete multiple project schedules.
6. Must have at least 3 years experience supervising maintenance and construction personnel.
7. Must be willing to work in a cross-cultural setting and demonstrate excellent customer service.

Indian Preference will apply.