

## JOB ANNOUNCEMENT

<b>Title</b>	Senior Construction Project Manager
<b>Compensation</b>	Current salary range: \$94,649 to \$115,682 Salary range starting July 1, 2022: \$102,694 to \$125,515  Benefits include medical, dental and vision, with coverage for spouse or child(ren) for \$200/month employee copay and full family coverage for \$300/month copay; employer contributions to 401(k) retirement account equal to 6% of salary; life/STD/LTD insurance; and vacation and sick leave.
<b>Status</b>	Full-time, regular, salaried, exempt position
<b>Reports to</b>	Director of Real Estate Development
<b>Application Process</b>	Send a cover letter and resume to <a href="mailto:julie@HDC-NW.org">julie@HDC-NW.org</a> , using the subject line <b>Senior Construction Project Manager</b> . In your cover letter, please describe how your background and experience prepare you for this position.

*Housing Development Center is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status, or disability. We are committed to hiring and supporting those with disabilities through an inclusive work environment and accommodations for visible and non-apparent disabilities. If you need an accommodation to complete the application process, please contact our director of finance and operations, Meredith Bowie, at [meredith@hdc-nw.org](mailto:meredith@hdc-nw.org).*

### About Housing Development Center

Housing Development Center (HDC) is a nonprofit consulting group founded in 1993. Our staff are committed to fostering equitable communities where all people have the opportunity to meet their basic needs and thrive. Working in communities across Oregon and southwest Washington, we provide integrated services in the areas of affordable housing and facilities development, asset management, policy and industry support, and community development financing.

At HDC, we ground to four guiding values: *orient to justice, practice creativity, seek environmental balance*, and *center community*. HDC is committed to fostering an inclusive workplace where people of all backgrounds feel welcome, valued, and supported to achieve and balance their professional and personal goals. Our team members bring diverse qualifications gained through formal education, job experience, and lived experience.

Our mission: *Centering those who have been historically oppressed, HDC collaborates with its partners to envision, develop, and sustain affordable homes and community places.*

For more information, visit [www.hdc-nw.org](http://www.hdc-nw.org)

## Position Summary

As a senior construction project manager at HDC, you will work with clients, lenders, investors, architects, building officials, and contractors to develop new and rehabilitated affordable housing and community facilities projects. You will usually pair with an HDC finance project manager for each project you work on, providing coordinated services to the development team. The ideal candidate for this position is an architect or engineer licensed in Oregon and Washington, an experienced owner's representative, or a general contractor with a strong project management background and extensive experience in contract administration, design scoping and budgeting for multifamily residential construction.

## Essential Functions

As a senior construction project manager at HDC, you will...

- Demonstrate a strong commitment to HDC's organizational mission and values.
- Be able to work professionally, effectively, and respectfully with individuals of diverse backgrounds and with culturally specific organizations.
- Be able to work independently, manage multiple priorities, and identify critical paths to desired outcomes.
- Be able to work as an effective consultant to clients who have different collaboration styles and who bring different perspectives and experience levels to the development process.
- Be able to coordinate collaborative processes involving team members from multiple organizations and across disciplines.
- Work well with the HDC finance project managers you'll be teamed up with over long periods on your projects.
- Demonstrate and maintain up-to-date, professional-level skills and knowledge in key areas:
  - Ability to play a leadership role with a development team during the feasibility stage of a project. Based on available information, be able to provide the client/owner with a recommendation, potentially encompassing multiple development options, regarding a suitable path forward.

- Expertise in contract administration and construction management of multimillion-dollar construction projects.
- Knowledge of construction business practices, including permitting, zoning, environmental testing and abatement, and construction and architectural contracts.
- Knowledge of sustainable design and construction.
- Knowledge of specific construction requirements related to affordable housing.
- Be proficient in Windows-based word processing and spreadsheet programs.
- Demonstrate excellent written and verbal communication and facilitation skills.
- Meet essential physical and administrative requirements:
  - Be willing and able to travel to job sites to review construction activities. Job sites are primarily located in the Portland-metro area, along the I-5 corridor as far north as Vancouver, and on the Oregon coast.
  - If using a personal vehicle for work travel, maintain a valid Oregon driver's license and meet HDC's minimum auto insurance requirements.
  - Be able to maneuver across uneven surfaces at job sites and climb stairs.

### Primary Responsibilities

- Assist owners to develop and refine proposed project programs, conducting architectural, environmental, topographical, geotechnical, and other site investigations, as required. Obtain proposals from consultants and assist owners with review and coordination of scopes as required.
- Set clear expectations for clients and team members related to projects' development processes, milestones, and deliverables
- Lead teams to successful outcomes resulting in high-quality construction projects in alignment with project programs, schedules, and budgets.
- Work closely with HDC finance project managers to prepare funding applications and complete due diligence on behalf of owners.
- Work as part of a team of HDC project managers, participating in team meetings and providing feedback and support to peers.
- Prepare and maintain development schedules from inception through completion, and monitor financing sources and uses during construction to ensure that projects are delivered on time and within budget.
- Assist owners in the selection of professional consultants for projects, including architects and general contractors, and assist owners in the review and negotiation of contracts for services.
- Coordinate the work of development teams and monitor the development process by attending and documenting regular project design and construction site meetings. Anticipate needed changes and decisions during construction and assist owners with rendering decisions in a timely fashion to minimize impacts.

- Review all contract documents, note areas of inconsistency or lack of clarity, and provide suggestions to design teams for necessary revisions. Evaluate project constructability and construction cost feasibility through document review and design-team interaction.
- Assist owners to secure all necessary public approvals, permits, and public utility hookups for projects, and coordinate final building inspection processes.
- Review contractors' cost estimates, change orders, and applications for payment, making recommendations for approval or revision, as necessary.
- Provide on-site observation of the quality and progress of construction work, and ensure that general contractors' submittals and requests for information are addressed in a timely manner.
- Assist owners in complying with reporting requirements of project financing sources.
- Assist as needed in the preparation of project financing proposals.
- Participate, as appropriate, in the development of public policy to improve the affordable-housing-finance delivery system.
- Other duties as assigned.

### Required Qualifications and Experience

- Substantial experience in multi-family housing development as an owner's representative, construction manager, or consultant or developer with responsibility for design and construction and with project management responsibilities. Experience should include taking several projects through all phases of development from feasibility through warranty walk-through. Experience with different project types (acquisition/rehab and new construction) and complex projects is required.
- Demonstrated experience over several projects leading and managing outside professionals (architects, general contractors, etc.) to meet clients' objectives.
- Knowledge of specific construction requirements related to the development of affordable housing.
- Experience with the regulatory requirements of public financing for affordable housing, including low-income housing tax credits and HUD financing programs.
- Experience with mid-rise construction.

### Preferred Qualifications and Experience

- Experience as a consultant.
- Familiarity with City of Portland and State of Oregon affordable housing policies, programs, and participants.
- Possession of current architect's licenses for Oregon and Washington.
- Experience with high-rise construction.
- Experience developing community facilities including integrated health care and community centers.