

CONSTRUCTION PROJECT MANAGER

SALARY RANGE 36: \$124,973 - \$151,909 annually*

**Pending Board approval.*

(This position will be hired at 72 hours per pay period and a schedule of nine 8-hour workdays per two-week pay period with every other Friday off)

Please see AHA website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/> for final filing date.

THE ORGANIZATION

The Housing Authority of the City of Alameda (AHA) is proud of its mission and accomplishments. The Housing Authority of the City of Alameda (AHA) advocates for and provides quality, affordable, safe housing; encourages self-sufficiency; and builds community partnerships. Join our team and you will have the opportunity to perform meaningful and impactful work for an agency dedicated to providing affordable housing in one of the most impacted regions of the nation.

THE POSITION

AHA is seeking an exceptional, team-oriented candidate to work at the Construction Project Manager level, depending on qualifications. The candidate hired to the position will work on a wide range of analytical, management, and technical assignments supporting the AHA Housing Development and Property Operations Departments, including rehabilitation of occupied properties, re-use and updating of Authority facilities, and administration of budgets for projects.

The Construction Project Manager will organize and oversee day-to-day planning, design and implementation of development projects, and assist in short- and long-term planning, development, and administration, with particular emphasis on the needs, requirements, and regulations of affordable housing and public finance. This position requires the ability to communicate and work effectively with a wide variety of internal and external partners, work on project teams, and receive work direction.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Education: Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field, *and*
- Experience:

- Three (3) years of relevant experience in construction project management or multifamily property management with a strong emphasis on renovation/major maintenance.
- Experience in contract management and procurement of construction services is required.
- Experience in an affordable housing and public procurement setting is a plus.
- Possession of, or ability to obtain, a valid driver's license by time of appointment is required.
- Must be able to be insured under AHA's owned automobile insurance policy.

BENEFITS PACKAGE

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program, plus voluntary 457, 457 Roth, and Roth IRA plans (no employer contribution). *Important:* AHA does not participate in Social Security.
- A variety of health insurance plans to choose from, with some plans fully paid for (regardless of the number of dependents) by employer contributions.
- 2 weeks of vacation to start; 11 holidays; and 3.5 floating holidays per year plus paid sick leave.
- A flex schedule of 9 8-hour workdays each pay period with every other Friday generally not scheduled as a workday. Exempt employees, however, are measured on outcomes and are expected to complete work assignments irrespective of the flex schedule.
- Note that the Senior Construction Project Manager or Construction Project Manager work on-site; telecommuting is not generally offered. These positions require 3-4 days per week in the office.

IMPORTANT APPLICATION INFORMATION

Please see AHA website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/> for final filing date.

To apply, submit a:

- Housing Authority Employment Application
- Resume (three pages maximum, include months/years of employment), and
- Responses to the supplemental questions (two pages maximum)

Your resume and supplemental questions must be in Word or pdf format and uploaded into the employment application form. The AHA application form is located in the Working With AHA>Current Job Openings section of the Housing Authority's website at <http://www.alamedahsg.org>. The full job description are on the Open Positions page in Employment Opportunities.

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY VIA THE AHA WEBSITE

If you need a reasonable accommodation under the American with Disabilities Act, please contact the Housing Authority office at hr@alamedahsg.org.

The Housing Authority of the City of Alameda is an Equal Opportunity / ADA Employer

Supplemental Questions Construction Project Manager

Please respond to the following question. Your responses should be uploaded into the AHA application form in either Word or PDF format. Your responses, along with your other application materials, will be reviewed by the AHA and used to make the initial determination of which applicants are best qualified for the position. Written answers are not to exceed three (3) pages total.

1. Please provide details of a minimum of three construction projects you have worked on or completed, including:
 - a. Project dates
 - b. Your title and a description of your specific role
 - c. A description of the project including the location (city and state), size and type (e.g., renovation, new build, commercial, residential, multi-family, etc.).
2. Please describe how you would prioritize capital improvement projects for residential real estate.