

Economic Growth Corporation

**JOB DESCRIPTION**

**Project Manager**

**Reports To:** Multifamily Development Director

**FLSA Status:** Non-Exempt/Hourly

**Summary:**

Under direction, performs a variety of duties relative to GROWTH's housing rehabilitation programs. Assists GROWTH's property management company with construction and maintenance for commercial and residential properties when needed.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Inspects properties for health and safety risks, recommend and require corrections, and describe program guidelines to others.
- Works closely and effectively with GROWTH's Housing Manager in connection with various rehabilitation programs.
- Prepares specifications for work to be performed using standardized checklist.
- Prepares work write-ups and bid specifications in accordance with program rules.
- Prepares cost estimates of the rehabilitation costs.
- Monitors bid process and addresses potential problems.
- Monitors ongoing rehabilitation work, maintains log of job progress, reviews the work of contractors to ensure that work meets bid specifications and work quality standards in accordance with program rules.
- Inspects property while work is in progress to assure that authorized work has been properly completed and is within the provisions of the contract; performs final inspection when project is complete.
- Acts as liaison with contractor, homeowner, and program staff.
- Maintains/organizes proper inspection records for each assigned property.
- Participates in staff development and training activities related to program responsibilities.
- Coordinates preventative maintenance and repairs on various commercial and residential properties.
- Coordinates and ensures insurance certificates for approved contractors.
- Manages contractor database and ensures that required information is accurate, up to date, and in compliance with program requirements.

## **Supervisory Responsibilities**

This position does not supervise other Economic Growth Corporation staff members, but does supervisor contractors working on assigned projects.

## **Qualifications**

### **Education and/or Experience:**

Bachelor's degree in building sciences, construction, or engineering, or at least five (5) years of experience in home construction, home rehabilitation services, or housing rehabilitation experience in an agency providing housing rehabilitation services to low income individuals. Must become a certified Lead Supervisor within **90 days** of employment. Costs for training and certification will be covered by GROWTH. Failure to obtain certification will result in termination.

### **Language Skills:**

Ability to read, analyze, interpret and implement general business communications. Ability to write professional reports, business correspondence and procedures. Ability to effectively present information and respond to questions with groups of people and one-on-one.

### **Mathematical Skills:**

Ability to perform basic math, read measurements in all forms, and calculate figures and amounts.

### **Reasoning Ability:**

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram or schedule form.

### **Computer Skills:**

Position requires:

- Proficiency in Microsoft Office products, including Word and Outlook, with strong skills in Excel, including formulas, spreadsheets and formatting
- Accurate and efficient data entry skills
- Familiarity with Housing Developer Pro, project tracking, and other electronic forms of program monitoring and reporting strongly preferred

### **Other Knowledge, Skills and Abilities:**

Position requires:

- Excellent verbal, written, and interpersonal communication skills
- Excellent organizational skills and the ability to prioritize and meet strict deadlines
- Ability to effectively monitor activities and pay attention to details
- Ability to display a professional image and confident demeanor

- Able to work well independently, with self-initiative and assertiveness
- Ability to work nights and weekends on occasion
- Possession of a valid driver's license and personal motor vehicle liability insurance
- Ability to meet the insurability standards of the company's motor vehicle insurance carrier

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the physical demands of the position are, as follows:

**Regularly**

- Sit, stand and walk
- Talk and hear
- Use hands to finger, handle and feel, including operating computers and various office equipment
- Reach with hands and arms, including overhead
- Lift, carry and/or move up to **50 pounds** independently
- Operate a motor vehicle

**Occasionally**

- Lift, carry and/or move up to **80 pounds** with assistance

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions while traveling for business. The noise level in the work environment is usually moderate to occasionally loud.

\* \* \*

I, the undersigned employee, acknowledge receiving and having the opportunity to review the above Job Description. I agree that in the event I no longer meet the qualifications and requirements, or become unable to fulfill the responsibilities, I will immediately notify my supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date