



EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Position Title: Construction Manager

External/ Internal Posting

Announcement No.: 21-013

DEPARTMENT: Modernization/Development

SALARY RANGE: \$58,573 - \$93,704 per annum

OPENING DATE: Wednesday, June 23, 2021

CLOSING DATE: Until Filled

POSITION SUMMARY: Under general supervision of the Director of Development/Modernization, this position administers & manages the Authority construction program and construction contracts. Employees in this classification perform professional and supervisory level work. The position is responsible for ensuring facilities owned by the Southern Nevada Regional Housing Authority receive quality material and workmanship within the allocated budget. Incumbent also ensures that the contractor follows redevelopment and local regulations and codes and maintains an agreed upon schedule for the project completion. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

SUPERVISION EXERCISED: Exercises supervision over technical staff.

ESSENTIAL JOB FUNCTIONS/DUTIES:

- Estimate costs and quantities, develops budget, and oversee and negotiate a schedule of all phases of the project.
- Administer construction contracts, resolves construction issues, and approves payment to contractors.
- Coordinate construction design with the Architect.
- Provide oversight of the construction project; schedule the subcontractors, and issue notices to proceed.
- Supervise and manage the inspectors and coordinates with administrative support staff.
- Inspect construction site for planning purposes and for construction.
- Review submittals, review change orders, negotiate with contractor, architect, engineer, and other consultants for changes to the project.
- Oversee and administer all of the necessary recordkeeping of contracts, bid documents, payment processing.
- Coordinate complaints and investigate, resolve complaints.
- Update payment logs, and construction progress schedules.
- Adhere to the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended.
- Support the relationship between SNRHA and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and SNRHA staff.
- Establish and maintain effective working relationships with supervisor and fellow employees.

MINIMUM REQUIREMENTS: Applicants must possess experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Experience: Five (5) years of progressively responsible experience in construction management, including exposure to all phases of the design and construction process, capital improvement planning, facility management or other closely related;

Education: Bachelor’s degree with emphasis in building, plumbing, electrical and heating air conditioning and ventilation, architecture, engineering or construction science; nine (9) years equivalent education, training, and experience.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of all phases of construction; building codes; concept of architectural design; mechanical, electrical, and plumbing systems.
2. Ability to estimate construction cost.
3. Knowledge, skill, and ability to create, read, and implement drafting and design.
4. Knowledge of Americans with Disabilities Act and the Uniform Federal Accessibility Standards.
5. Knowledge of OSHA Safety Codes.
6. Knowledge and skills in negotiation strategies and techniques.
7. Knowledge of Labor law statutes and federal wage standards as applicable with the times.

Computer skills required include: Microsoft Word, Excel, PowerPoint, Outlook, Adobe Acrobat, Yardi.

Motor Vehicle Operator Identification: Selectee must: (1) possess or have the ability to obtain a valid Nevada Driver's License, and maintain licensure for the duration of employment, (2) have a safe driving record.

EVALUATION AND SELECTION FACTORS: Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

Supplemental Information: This is an **exempt** position and is eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

Pre-Employment Drug Testing & Background Check: Satisfactory results of the pre-employment drug test and background is required.

Equal Opportunity Employment Policy: SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Agency will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

HOW TO APPLY: All interested candidates must submit complete Employment Application, with updated resume attached. Applicants can visit www.snrha.org, click on employment tab an complete Employment Application on the job portal. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 6:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned.** The closing date may be earlier than listed based on number of applications received.

Notice to Disabled Applicants: To request an accommodation contact the Human Resources Department.

QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS.
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTON 3 HUD EMPLOYER.