

Southwest Minnesota Housing Partnership

Job Title: **Project Manager**

Supervisor: Director of Construction Services

Classification: Exempt

Proposed Approval Date: March 2012

Last update of this job description: January 2025

SUMMARY:

This position is responsible for providing planning and technical support to the single-family, multifamily, and commercial development and rehabilitation activities of the Southwest Minnesota Housing Partnership. The position is primarily responsible for the development, implementation, and the daily management of all construction activities administered by the Partnership. This includes technical assistance to communities to evaluate, address, and develop a working plan to meet housing and other community needs. Other efforts include working with various programs or special projects related to housing development and/or rehabilitation programs administered by the Partnership.

EXPERIENCE, COMPETENCIES and EDUCATION:

- Bachelor's or Associate degree from an accredited college or university, preferably in the field of construction management or a related field or 7 years of related construction experience.
- Good verbal and written skills.
- Must have the desire and ability to participate constructively in a continuous improvement team environment.
- Must have strong customer service orientation.
- Ability to handle and manage multiple projects.
- Ability to work independently.
- Ability to take direction from and work with a variety of people.
- Must have a high degree of initiative.
- Thorough knowledge of construction practices.
- Must have experience in housing code enforcement, environmental (LEAD pb, Asbestos, Mold and Radon)
- Possess project estimating skills.
- Computer experience: Windows, Microsoft office, Microsoft Teams, Adobe.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

Project Feasibility: Work with cities or owners to determine project feasibility. Work with and coordinate State funding sources, Architects and Engineers to provide preliminary estimates, designs, and other requirements on proposed work scope.

Project Design: Secure the additional services of professional firms and coordinate with owners, as needed, to complete the construction documents. Review construction documents for completeness.

Single Family Housing Development: Provide technical assistance and coordination of communities to develop single family homes. Directly manage the planning and design, bidding, and construction of housing units. This includes working with potential clients during design, developing plans, specifications and bidding documents, conducting the bidding process, including separating, evaluating, and awarding bids, develop work schedules with contractors, coordinate applications to State or Federal agencies for specific financing opportunities. Project management and administration during construction, interim and final inspections, produce construction budgets for cities and clients, prepare all necessary reports on job costs for review by Director of Construction Services, track construction costs on projects to coincide with project budgets, approve contractor payments, collection of lien waivers, coordinate the activities of the buyers with the Real Estate Development Coordinator and the Director of Real Estate and Community Development.

Multi-Family Housing Pre-Development: Work with the Director of Real Estate and Community Development as well as other SWMHP staff in the planning and development of multi-family projects. Conduct inspections and develop specifications for multi-family rehabilitation projects. Prepare preliminary design and technical drawings for housing projects.

Construction Management: Oversee the entire development process from predevelopment through construction completion. Predevelopment activities include coordination with other staff on site identification and evaluation, preliminary design work and cost estimates, development schedules, and coordination of professional services. Oversee plan and specification development, management of the bidding process, preparation of construction documents and contracts, and development of work schedules with contractors. During construction conduct project management, prepare all necessary reports on job costs and progress reports, track construction costs on projects to coincide with budgets, conduct progress meetings with contractors, conduct all necessary inspections during construction and upon completion, approve contractor payments, and collection of lien waivers and other necessary documents.

Program Inspections: Complete all technical inspections, produce specifications, and prepare documentation and required reports as needed for various programs administered by the Partnership.

Record Keeping: Maintain thorough and accurate records, according to the policies of the organization and related financiers, regarding each project.

Estimating: Provide cost estimating for projects in pre-development, projects that will be rehabilitated, and multi-family and single-family construction as directed by the Director of Construction Services.

Grant Writing Assistance: Provide technical support to other Partnership staff in the preparation and writing of grant applications.

Marketing: Work with the Director of Construction Services and the Chief Operating Officer in marketing and in the procurement of additional development projects.

Community Representation: Represent the Southwest Minnesota Housing Partnership in communities, counties, state and federal organizations, foundations, and all other public activities at the direction of the CEO, COO or the position's Supervisor.

Travel: Travel within the region frequently (daily), within the State Minnesota occasionally (monthly), and will travel out of state as needed for training and other staff development opportunities. Must be willing to drive company vehicles or personal vehicles as required.

Lifting: Lift more than 50 pounds on occasion.

Hours: Work primarily daytime office hours during the week but will be expected to work a flexible schedule including evening hours and weekends to accommodate customer needs and deadlines.

DISCLAIMER AND APPROVAL

This position will perform other duties as assigned by the position's Supervisor and the Chief Executive Officer.

The foregoing statements describe the principal functions of this position but shall not be construed as an exclusive listing of all inherent requirements for the position.

Employee Acknowledgment:

Signature

Date

Employer Acknowledgment:

Signature

Date