



## JOB DESCRIPTION

**Job Title:** Construction Director  
**Member of:** Executive Team  
**Report to:** Chief Executive Officer

### **Job Statement:**

The Construction Director is a critical member of the Executive team and is responsible for the directing and managing all construction activities in conjunction with capital improvements to all Greater Metropolitan Area Housing Authority of Rock Island County (GMAHA) properties consisting of public housing units and non-public housing units. This includes the coordination and oversight of the Authority's contractors' performance, as well as engineers, architects and project consultants.

### **Job Tasks/Duties:**

- Coordinates site inspections with third party vendors licensed to evaluate HUD properties.
- Remain familiar and current with U.S. Department of Housing and Urban Development Federal Regulations and state and local building codes as they relate to public and private multifamily housing.
- Assists in the development of work plans and overseeing the work contracted to construction management or general contractor firms.
- Monitors construction work for compliance with schedule, budget, quality, safety and overall conformance with contract documents
- Monitors construction work to ensure compliance with all HUD regulations
- Coordinates activities with Authority staff, residents, departments and any public agencies as necessary.
- Resolves field construction problems in coordination with engineering staff, third parties and other agencies as needed.
- Recommends policy and procedure improvements
- Assists in compiling of multifamily project finance applications as it relates to construction documents and timelines.
- Assists in negotiating with contractors regarding changes to design, construction work scope and schedules.
- Develops and implements a quality audit program, monitors contractor

corrective actions, and ensures a quality project conforming to plans and specifications.

- Treats all residents with respect and curtesy.
- Participates in Authority's long term agency planning.

### **Qualifications and Knowledge**

- BA in engineering, architecture or construction management preferred or 10 + years of experience in the field of construction management
- Ability to plan, coordinate, and provide leadership in the execution of complex construction projects
- Knowledge of theory, principles and practices of engineering
- Knowledge of design-build project delivery methodology
- Ability to assess the operational effectiveness of contractors
- Ability to work with construction contractors, vendors and consultants
- Conducts meetings and provides effective leadership to construction team members
- Effective communication skills with team members, clients, service providers and public
- Understanding of low-income client populations
- Ability to assist in the development of budgets within established parameters
- Able to work with minimal supervision
- Work independently with set guidelines
- Willing to work under adverse conditions such as going into attics and crawl spaces or extended periods walking construction sites

Possess valid driver's license (required) to ensure eligibility for coverage under Authority fleet auto insurance.

The employee performs routine duties following established HUD and Authority guidelines. Routinely the employee makes decisions concerning residents or maintenance problems using personal judgment based on prior experience. Situations not covered by guidelines are referred to the supervisor or handled independently, depending on the circumstances.

Potential Candidates Must:

- Work well and harmoniously with other staff members
- Multi-Task and work well under short timelines
- Communicate effectively both verbally and in writing
- Work independently and prioritize workload
- Prepare comprehensive reports
- Lift items of up to 25lbs in weight
- Occasionally travel for training

A statement of interest, application and / or resume must be submitted to the CEO by close of business Tuesday, January 23, 2024. GMAHA is an equal opportunity employer and adheres to Section 504 of the Rehabilitation Act of 1973 by providing equal access to services, programs and activities for qualified individuals with disabilities.

**Salary Negotiable**

**Position is open until filled.**

**Original application copies can be picked up /mailed or dropped off at Greater Metropolitan Area Housing Authority's main office located at: 621 17<sup>th</sup> Avenue, East Moline, IL. 61244.**