



POSITION: Construction Project Manager

REPORTS TO: Owner Occupied Repair Program Director

DESCRIPTION: Merced's Owner-Occupied Repair Program (OORP) helps low-income homeowners who can no longer afford to keep their homes safe, sanitary or structurally sound. We make health and safety repairs for the homeowners at no cost to them. Concurrently, our Supportive Services Coordinators provide one-on-one case management for the homeowners. The Rehabilitation Specialist is responsible for overseeing the construction work on the homes and coordinating with contractors and the homeowners.

JOB CLASSIFICATION: Full-time (40 hours/week); Non-Exempt

FUNCTIONS/RESPONSIBILITIES

- Inspects project property and prepares specifications and cost estimate for rehabilitation work
- Prepares and issues requests for bids
- Assists program manager with selection of a contractor and preparation of contracts for construction
- Visits site periodically to determine if work is being performed satisfactorily and informs program manager of work in progress
- Determines amount owing to the contractor and requests payment
- Prepares various spreadsheets documenting program
- Types correspondence, contracts, and legal documents
- Establishes, documents, and maintains accurate up-to-date working files for each applicant
- Reviews, approves, and processes contractors' invoices
- Ensures that proper building codes are met
- Prepares work write-ups, plans, and specifications to meet City and County codes and ordinances
- Drives to and from construction sites as needed to carry out construction projects
- Assists with explaining housing programs and the application process to the general public
- Communicates and works effectively with the general public, city staff, and building contractors

REQUIRED QUALIFICATIONS

- Minimum of five years' experience in residential construction
- Service-oriented demeanor and a passion for working with people
- Basic knowledge of all phases and trades involved in housing rehabilitation
- Ability to write concise rehabilitation specifications based on units of materials installed rather than open-ended tasks
- Knowledge of current unit pricing for both labor and materials for single-family rehabilitation work items
- Ability to be innovative in developing and using effective rehabilitation methods
- Strong writing and verbal communication skills

- Ability to strictly monitor contractors' performance, document contract compliance, and help resolve disputes
- Proficiency in Microsoft Outlook and Word
- Valid TX Driver's License and reliable personal transportation

PREFERRED QUALIFICATIONS

- Bilingual
- Hands-on residential rehabilitation experience

WORKING CONDITIONS:

- Residential homes and general office setting
- Frequent travel within Bexar County with occasional travel to other Merced owned-properties
- Standing, bending, walking or lifting may be required

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Merced Housing Texas is an equal-opportunity employer.