KING COUNTY HOUSING AUTHORITY
invites applications for the position of:

Construction Project Manager
Tukwila, WA

SALARY: $31.33 - $41.90 Hourly
$5,430.53 - $7,262.67 Monthly

OPENING DATE: 12/31/13
CLOSING DATE: 01/14/14 04:30 PM

JOB SUMMARY:
The successful candidate must complete the online application; submit the resume and cover letter describing your qualifications.

King County Housing Authority, a high performing nationally recognized leader in affordable housing is currently recruiting for an experienced and skilled Construction Project Manager. This position is located at the central office in Tukwila, WA.

This is professional construction project management work that oversees and directs construction for new construction, renovations, remodeling, and retrofitting projects for the Authority. Leads in all areas of project development and implementation and is responsible for the successful completion of the project. May also be responsible for additional professional programs, planning, analysis, and contracts in the construction related field and may have additional expertise to provide support to projects throughout the department.

ESSENTIAL FUNCTIONS:
This section serves to illustrate the more typical aspects of the work indicative of the classification. The primary functions of the classification are not to be considered a detailed description of every duty of each position allocated to the classification. The responsibilities and essential duties typically performed by positions allocated to this classification on a frequent and recurring basis include:

1. Manages capital construction projects; prepares bid documents, prepares cost estimates and bid information; conducts pre-bid conferences and issues addendum during the bidding process; conducts bid opening; reviews and makes recommendations on successful bidder; prepares letter of award, contract and notice-to-proceed as may be authorized by the department director; conducts pre-construction conference and construction inspections at the work site; monitors construction schedule and budget, and issues change orders, as approved by the department director. Performs final inspection. May coordinate the activities of support or site staff, provide guidance and ensure communications throughout the project. May prepare, on a limited basis, schematic designs, drawings and specifications;

2. Monitors and updates the comprehensive needs assessment program for public or managed housing projects; prepares report forms and coordinates with inspectors; conducts on-site inspections; trains on-site property managers in maintenance and capital work; assists in the development of comprehensive maintenance and master plans.

3. May develop and implement energy conservation measures; conducts research,
evaluates and reports information related to energy conservation initiatives, working closely with management and/or government agencies, public utility companies, consultants, and contractors in developing, implementing and completing energy initiatives.

4. Coordinates multi-family rehab projects; interviews building owners, managers and developers to assess need and eligibility for participation in programs; oversees facility qualification; performs audit and develops scope of work; may communicate with grant source field representative as necessary to clarify specification and policy interpretation; meets with code officials and other government officials as necessary to clarify project issues; develops cost estimates and project budgets; solicits proposals, negotiates contracts and recommends; prepares required documents; monitors project performance; recommends change orders; monitors budget and approves invoices.

QUALIFICATIONS AND COMPETENCIES:
The qualifications and competencies required to perform the duties and responsibilities of this classification are:

Work requires considerable knowledge of construction project management and contract administration; principles and practices used in various building construction craft areas; building construction plans and specifications; principles and practices of comprehensive needs assessment programs for public housing; and other multi-family, senior/disabled, or similar housing programs, and commercial building facilities; principles and practices of multi-family rehab and new construction projects; building materials typically used in construction of new or remodeled public housing facilities; proper construction inspection techniques; construction scheduling; effective methods of communication and interpersonal relations with both internal and external customers; cost estimating; budget preparation and contract administration. This position requires experience with public housing capital improvement programs, public works procurement including bidding and contract administration.

Work requires the ability to accurately read, understand, and interpret constructions plans and specifications; organize work, set priorities and exercise sound professional judgment; communicate clearly and effectively, orally and in writing; prepare clear, concise and complete project reports plans and analyses; exercise tact and diplomacy in dealing with sensitive or political housing project issues.

A typical way to obtain the qualifications and competencies is:

- Work requires a Bachelor's degree in a construction related field and three to five years in construction project management or construction contract administration, or an equivalent combination of education and experience.
- Valid driver license and acceptable driving record at time of appointment and valid Washington State driver license and acceptable driving record throughout employment are required in this position.
- Certification in Lead Safe Weatherization, other hazardous materials, such as asbestos identification certification, and Combustion Safety may be required by an employee after appointment.

WORK ENVIRONMENT:
Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment with frequent travel to work sites. Office equipment
used includes drafting tools and computer software such as word-processing, spreadsheet, database and project scheduling. Outdoor work is performed in a variety of weather conditions and the employee is likely to encounter unsanitary and/or unsafe conditions at the construction site. Safety equipment such as a hard hat and goggles may be worn. Drives a vehicle to and from work sites in a variety of weather conditions.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.kcha.org
600 Andover Park West
Tukwila, WA 98188
206-574-1100

Position #2013036
CONSTRUCTION PROJECT MANAGER
SB

Construction Project Manager Supplemental Questionnaire

* 1. Are you a current employee of the King County Housing Authority?
   □ Yes, I am a current employee at KCHA and have completed my six month introductory period
   □ Yes, I am a temporary employee (i.e. agency or union temp) at KCHA
   □ No, I am not an employee or temp at KCHA

* 2. Which best describes your level of education in Construction Management?
   □ 4 Yr Degree Construction Mgmt or Similar
   □ 4 Yr Degree in Business or Similar
   □ Graduate Degree
   □ 2 Yr Technical Degree
   □ Other

* 3. Please indicate the dollar value of projects you have overseen as a Construction Manager (PM or Superintendent).
   □ $1 Million and Above
   □ $250,000 to $999,000
   □ Less than $250,000

* 4. Please identify your experience with multi-family construction and renovation projects.
   □ Experience as a Project Manager on 2 or More Projects
   □ Experience as a Construction Superintendent
   □ Experience as a Project Engineer
   □ None of the Above

* 5. Do you have experience with public works procurement including bidding and contract administration?
   □ Yes
   □ No

* 6. Please describe your experience with budgets, cost estimating and value engineering.

* 7. Please identify your experience with contract administration.
   □ No Authority for Contract Administration
   □ Authority to Oversee Contract, Others Make Decisions
   □ Responsible for Full Administration of Contracts on Projects

* 8. Identify below your involvement with Construction Inspections.
Conducted Inspections of Projects From Foundation to Finish
Conducted Partial Inspections During Progress Meetings
Did Not Conduct Inspection But Involved
No Involvement with Inspections

* 9. Please identify your years of experience in construction project management or construction contract administration.

☐ Less than 1 Year
☐ 1 to less than 3 Years
☐ 3 to 5 Years
☐ 5+ to 7 Years
☐ 7+ to less than 9 Years
☐ 9 to 11+ Years

* 10. Please identify your experience preparing Bid Documents (Not Including Drawings).

☐ No Involvement with Bid Documents
☐ Prepared Bid Forms and BoilerPlate Documents
☐ Prepared All Bid Documents

* 11. Please identify your experience with Bid Opening and Analysis of Bids.

☐ Conducted Bid Openings and Analyzed Bids for Bid Award
☐ Participated in Bid Opening and Reviewed Bids for Bid Award
☐ No Participation in Bid Opening or Analysis of Bids

* 12. Do you have experience with public housing capital improvement programs?

☐ Yes
☐ No

* 13. Do you have experience with Davis-Bacon wage requirements?

☐ Yes
☐ No

* 14. This position requires a valid driver license from any state and acceptable driving record at time of appointment. A valid Washington State driver license within 30 days of employment, and acceptable driving record throughout employment are required in this position. Can you meet this requirement?

☐ Yes
☐ No

* 15. This position requires an acceptable driving record at the time of hire. Do you have any combination of one or more license suspensions or revocations within the last five years?

☐ Yes
☐ No

* 16. Have you had any of the following violations within the last three years? Please select all that apply.

☐ Reckless or negligent driving or other similar offense (e.g., careless driving)
☐ Failure to stop and report a vehicle incident (e.g., hit and run)
☐ Any driving offense involving the use of drugs, alcohol, controlled substances, or other gross misdemeanors or felonies
☐ Driving while license is suspended or revoked
☐ Eluding an officer of the law
☐ Possession of open container of alcoholic beverage
☐ None of the above apply

* 17. This position requires an acceptable driving record at the time of hire. Have you received a ticket for driving without a valid driver's license within the last three years?
☐ Yes
☐ No

* Required Question