



Currently accepting applications for:

# Construction Project Manager

**SALARY:** \$32.85 - \$43.94 Hourly  
\$5,694.69 - \$7,616.64 Monthly

**OPENING DATE:** 08/21/17

**CLOSING DATE:** 09/06/17 04:30 PM

**JOB SUMMARY:**

King County Housing Authority (KCHA), an independent municipal organization, is a high performing nationally recognized leader in affordable housing. KCHA provides innovative and effective housing solutions so that people and communities can prosper. Our vision is that all residents of King County have quality affordable housing. KCHA is the largest housing provider in the county, and annually, the agency serves over 50,000 low-income individuals.

***We transform lives through housing.***

As a professional Construction Project Manager for our Asset Management department located in Tukwila, WA., this individual will oversee and direct renovations, remodeling, and retrofitting projects for the Authority. Responsibilities will include scope preparation, cost estimating, inspections and approvals, maintenance and management of KCHA permits, and continuity of operations. Leads in all areas of project implementation and is responsible for the successful, sequencing, management, completion, and close out of the project. May also be responsible for additional professional programs, planning, analysis, value engineering, constructability, negotiations, and contracts in the construction related field and may have additional expertise to provide support to projects throughout the department.

**ESSENTIAL FUNCTIONS:**

- **Construction Project Management:** Manages capital construction projects; prepares bid documents, prepares cost estimates and bid information; conducts pre-bid conferences and issues addenda during the bidding process; reviews and makes recommendations on successful bidder; 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 inspections; 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 and drawings.
- **Project Administration:** 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.
- **Energy Conservation:** 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.

**QUALIFICATIONS AND COMPETENCIES:**

**Required Qualifications:**

- Bachelor's Degree in Construction Management or related field and three years of experience construction project management or construction contract administration **OR** an equivalent combination of education and experience.

### **Required Knowledge, Skills and Abilities:**

- Extensive knowledge of proper construction means and methods including specification preparation, construction scheduling; cost estimating; bid process management and coordination; budget preparation and contract administration.
- Knowledge of principles and practices of comprehensive needs assessment programs.
- Analyzes problems, identifies alternative solutions, and implements recommendations; demonstrates critical, creative, and reflective thinking.
- Demonstrates responsible personal and professional conduct, which contributes to the overall mission and goals of KCHA; accepts personal responsibility for the quality and timeliness of work; ability to work effectively under pressure in a fast paced environment.
- Proficiency with MS Office to include Word, Excel, Outlook, and database software.
- Works effectively and efficiently to provide quality service to satisfy service expectations; seeks ways to improve service delivery; demonstrates strong project management skills.
- Applies effective written and verbal communication techniques to convey clear and timely messages to internal and external stakeholders; listens to people's ideas and concerns.

### **Special Requirements:**

- Consent to and pass a driver's and criminal records background check.
- Must possess a valid driver's license or have access to a vehicle to regularly travel between work sites. Must have an acceptable driving record at time of appointment and throughout employment.

### **POSITION INFORMATION AND APPLICATION PROCESS:**

#### **Application Requirements:**

To be considered for this opportunity, you must:

- Complete the online application profile in its entirety.
- Upload a cover letter that addresses how your experience and education qualifies you to perform the essential functions listed in the job announcement. **(Cover Letter)**
- Upload a detailed résumé of all educational and professional experience. **(Résumé)**

#### **Salary & Benefits:**

The salary range of this position is \$32.85 - \$43.94 per hour. Performance based merit increase opportunities and COLAs are reviewed on an annual basis. A comprehensive health care benefits package for you and your dependents includes medical, dental and vision insurance, life and long-term disability insurance plans, vacation, sick and personal leave, tuition reimbursement, and retirement benefits are also available.

#### **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 and at KCHA sites. This position will be required to travel to work sites as needed. Site visits require driving a vehicle and may be conducted in a variety of weather conditions. The employee is likely to encounter unsanitary and/or unsafe conditions at the construction site. Safety equipment such as a hard hat, goggles, and steel-tipped shoes may be worn.

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## Construction Project Manager Supplemental Questionnaire

- \* 1. Which best describes your level of education?
  - High School Diploma or GED
  - Some College
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree or Higher
  - None of the above
- \* 2. Please identify your years of construction project management experience.
  - I have no experience in this area.
  - I have less than one year of experience.
  - I have 1+ to 3 years of experience.
  - I have 3+ to 5 years of experience.
  - I have more than 5 years of experience.
- \* 3. Please identify your years of experience with construction contract administration.
  - I have no experience in this area.
  - I have less than one year of experience.
  - I have 1+ to 3 years of experience.
  - I have 3+ to 5 years of experience.
  - I have more than 5 years of experience.
- \* 4. Please describe (in detail) your experience with construction project management and contract administration.
- \* 5. 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
- \* 6. Please indicate the dollar value of projects you have overseen as a Construction Manager (PM or Superintendent).
  - I have no experience in this area.
  - Less than \$250,000
  - \$250,000 - \$999,999
  - \$1 million and above
- \* 7. Please describe your experience with budgets, cost estimating and value engineering.
- \* 8. Please describe your experience with the bid process. Include any experience with document preparation, bid opening, review, and analysis.
- \* 9. This position requires a valid driver's license and acceptable driving record at the time of hire. A valid Washington State Driver's License is required within 30 days of employment. Maintaining an acceptable driving record throughout employment at KCHA is required for this position. Can you meet this requirement?
  - Yes
  - No

\* 10. Do you have any combination of two or more license suspensions or revocations within the last five years?

Yes

No

\* 11. Have you had any of the following violations within the last three years? Please select all that apply.

I have NO violations on my driving record in the last 3 years

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

\* Required Question