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## JOB ANNOUNCEMENT

**Date:** July 2, 2018

**Positions:** Director of Project Management & Construction

**Community:** Anchorage

**Posting Ends:** Open until filled

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Director of Project Management & Construction
<b>REPORTS TO:</b>	Executive Director
<b>STATUS:</b>	Permanent Full-time, Exempt

## POSITION SUMMARY

The Director provides leadership and direction by strategically planning, directing, and coordinating activities pertaining to development and construction of Aleutian Housing Authority projects, and ensures projects are delivered on schedule, within budget and in adherence to plans, specifications, safety program and quality control standards; and in accordance with approved AHA operational policies, procedures, core values and mission.

Administrative and management duties include, but are not limited to: conducting assessments and preparing scopes of work; developing new project designs; budgeting, preparing project cost estimates, managing force account crews and retaining sub-contractors as necessary, coordinating and scheduling work, hiring, performance reviews, salary recommendations, and providing progress and performance reports to the Executive Director, the AHA Board of Commissioners and funding agencies as appropriate. The Director is part of the core AHA Management Team.

## DISTINGUISHING CHARACTERISTICS

This is a specialized classification and not part of a series.

## ESSENTIAL FUNCTIONS

- Works independently and in close coordination with Department Project Managers, administrative and field staff in arranging all schedules and logistics to complete approved new construction and rehabilitation projects. Accepts and reviews crew applications for employment.
- Assists Project Managers in developing project budgets and scopes of work via the AHA Project Management Plan (PMP) system.
- Leads weekly Project Management Team meetings.
- Meets and confers with all third party partners as necessary and appropriate including federal, state, local, and regulatory agencies and private consultants in the oversight of the construction department and projects.
- Develops and/or oversees development of conceptual plans and designs, and assists in the review and redlining of plans and specifications during the design development and construction phase.

- Oversight preparations of requests for proposals and bid reviews.
- Prepares performance and progress reports for the Executive Director and Board of Commissioners as directed.
- Provides active leadership to develop and maintain a strong staff development program; adherence to quality control and industry safety standards, and ensure that all staff are held accountable for compliance with AHA's operational policies and procedures, mission, and core values, promptly correcting conditions and behaviors which do not follow these standards.
- Travel to the region as necessary to perform essential functions.

## **KNOWLEDGE AND SKILLS**

Demonstrated knowledge of the professional and technical aspects of construction development and management, particularly as to:

- Understanding of building science as it relates to the design and construction of buildings “as a system,” and employing modern energy efficiency techniques.
- Understanding and effective deployment of construction materials and methods, particularly “green building,” techniques and materials as appropriate for the Aleutian/Pribilof Islands region.
- State & local building codes, laws and regulations.
- Project estimation, budgeting and schedule implementation.
- Conducting assessments and preparing project scopes of work.
- Reading and interpreting plans and specifications w/ ability to compare them with construction progress.
- Proficiency in using personal computers/software.
- Proficiency in both verbal and written communication.
- Appropriate application of strong interpersonal skills with ability to work effectively with other AHA departments, staff, and field employees as well as tribal and municipal officials, citizens groups, and the general public to ensure good public relations are maintained.

## **EDUCATION AND EXPERIENCE**

- Prefer Bachelor's Degree in Construction Management or related field and five years of planning and construction experience; or strong demonstrated progressive construction experience (prefer 10+ years), both administrative and field.
- Residential Endorsement or the ability to achieve and maintain the State certification.
- Experience working in remote areas.
- See above for additional preferred skills & experience.

## **SUPERVISION EXERCISED**

This position exercises direct supervision over assigned staff.

## **OTHER REQUIREMENTS:**

Aleutian Housing Authority is a drug and alcohol-free workplace. Mandatory drug and alcohol screening is required prior to hiring and other screening may be performed during employment per AHA's policies.

## WORKING CONDITIONS

This position is partially sedentary in nature, but also requires the ability to periodically conduct all phases of actual construction in the field. Ability to travel in the Aleutian/Pribilof Islands region. The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Aleutian Housing Authority reserves the right to revise this job description at any time. This job description is not a contract for employment. Aleutian Housing Authority is an “at will” employer, and therefore, either you or Aleutian Housing Authority may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

Please email [Isabel.velez@ahaak.org](mailto:Isabel.velez@ahaak.org) your application/resume. AHA’s employment application is available on our website at <http://www.ahaak.org/Jobs.html>