

**PROJECT MANAGER**  
**(AHA)**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for coordinating, managing a wide variety of Albany Housing Authority (AHA) construction and modernization (capital improvement) projects. Responsibility includes capital planning, project scoping, scheduling, coordination of personnel and reporting. The incumbent shall support AHA with Federal, State and local regulatory and compliance requirements related to job duties. Work is performed under the general supervision of department head or designee. Supervision is exercised over the work of AHA construction personnel, architects, engineers, inspectors and private contractors.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Pre-Construction Activities;
- Participate in AHA capital planning discussions and prepare cost estimates for capital projects;
- Participate in pre-construction design and programming meetings;
- Review of all construction documents prior to commencement of the work ensuring that the proposed materials and finishes (and other factors) comply with AHA standards and general practices;
- Coordinate and participate in any pre-construction site visits and inspections.
- Construction Period Activities;
- Coordination and supervision of the work with internal and external stakeholders of the project team to avoid unnecessary delays;
- Prepare reports related to contractor applications for payment, including;
- Inspections, completions and acceptance of work;
- Labor Compliance – Maintain records and report on labor utilization; conduct HUD-11 field interviews; review of certified payrolls; and collection of contractually required documentation;
- Collect project closeout documentation (operation and maintenance plans and warranties) and distribute to operations department;
- Post-Construction Activities;
- Post construction inspection and tracking of warranty items;
- Respond to, investigate and report on any issues that may arise related to completed construction projects;
- Regulatory Compliance Reporting;
- Construction Inspection Reports;
- Contractor Payment Reports;
- Monthly Status and Updates;
- Does related work as required.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of building construction and renovation practices, methods and materials;
- Thorough knowledge of field construction inspection techniques and procedures;
- Thorough knowledge in the building trades including electrical and plumbing installation, carpentry and masonry work;
- Good knowledge of HUD regulations and guidelines for the construction, rehabilitation and repair of federally and/or state-sponsored public housing;
- Good knowledge of building construction costs and adherence to budgeted funding;
- Good knowledge of construction design and techniques;
- Good knowledge of personal computers and office equipment;
- Ability to inspect the work of others and to analyze and solve day-to-day problems;
- Ability to establish and maintain cooperative relations with contractors, technical experts and others;
- Ability to read and interpret blueprints, manuals and related construction documents;
- Ability to communicate clearly in oral and written form;
- Ability to supervise the work of others;
- Initiative;
- Tact and courtesy;
- Good judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Possession of a Master's Degree in Civil Engineering, Construction Management, Architecture, or a related field and three (3) years of experience in project management; **OR**
- B. Possession of a Bachelor's Degree in Civil Engineering, Construction Management, Architecture, or a related field and four (4) years of full-time project management experience or experience working on technology or process-improvement related projects.; **OR**
- C. Possession of an Associate's Degree in Civil Engineering, Construction Management, Architecture, or a related field and six (6) years of full-time project management experience or experience working on technology or process-improvement related projects ; **OR**

D. Graduation from high school, or possession of a high school equivalency diploma, and eight (8) years of full-time project management experience or experience working on technology or process-improvement related projects; **OR**

E. An equivalent combination of training and experience as indicated above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**NOTE:**

- Position may require ability to work Saturdays, Sundays, and holidays; and able to work shift assignments during the day, evening and nights.

Issued: 11/26/2024