

Taunton Housing Authority

Job Title:	Project Manager of Regional Capital Assistance Team (RCAT)	Revision Date: E.D. Initials	February, 2020
Department/Group:	RCAT-Southeast Region	Union Status	Non-Union
Location:	Barnstable, Bristol, Dukes, Nantucket, Norfolk, Plymouth Counties. Home Office Location: Taunton Housing Authority	FSLA Status	Exempt
Level/Salary Range:	\$70,000.00- \$85,000.00	Position Type:	Full Time
		Schedule	35 hours per week
		Shift	Day
		Number of Openings	1

Application Instructions:

Please send Cover letter, resume and at least three references to:

Colleen Doherty, Taunton Housing Authority, 30 Olney Street, Suite B, Taunton, MA 02780.

This requisition will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days.

Job Description

Background

In August 2014, Chapter 235 of the Acts of 2014, An Act Relative to Housing Authorities (“the Legislation”) was signed into law. The Legislation mandated a series of new performance management and capacity building actions to improve the management of state public housing in Massachusetts. Of these actions, Section 26C of the Legislation called for creation of 3 Regional Capital Assistance Teams (RCATs) to help all Local Housing Authorities (LHAs) in executing capital and maintenance plans and projects. All LHAs may participate in the program, but LHAs with 500 or fewer state-aided units are required to participate, unless the LHA is granted a waiver.

Major program objectives are summarized as follows:

1. Increase the technical capacity available for smaller LHAs and, as a result, maximize the utility of the MA Department of Housing & Community Development’s capital programs that currently disburses \$90 million per year for the preservation, modernization, and development of state-aided public housing; and
2. Facilitate collaboration across LHAs in order to capture economies of scale through bulk purchasing, bulk procurements, and other innovations.

Through a contract with the Massachusetts Department of Housing and Community Development (DCHD), the Taunton Housing Authority will be acting as one of 3 Host Housing Authorities (HHAs) for the RCAT program. The Taunton-based RCAT will provide services to approximately 78 LHAs located in the Southeast Region of the Commonwealth of Massachusetts that includes Barnstable, Bristol, Dukes, Nantucket, Norfolk, and Plymouth Counties. The service area covers approximately 11,243 units of public housing across 388 developments. The HHA shall employ one RCAT director, plus project management and other support staff as needed for each region to effectively implement the program.

Key Duties and Responsibilities:

The Taunton Housing Authority seeks qualified applicants for the position of RCAT Project Manager within the Southeast RCAT Region. Our ideal candidate is an experienced professional with excellent interpersonal & negotiation skills, knowledge and experience in building design and building construction technology including materials, methods and techniques, and experience managing multiple projects across all project phases from

planning through closeout.

The Project Manager will be the primary contact between the RCAT Director and 15 to 20 Local Housing Authorities (LHAs). The Project Manager will be responsible for a portfolio up to 2,500 units dispersed across 87 developments. For his/her portfolio, the Project Manager would be responsible for performing the following duties:

- Conducting thorough onsite facility condition assessments at all buildings and sites;
- Identifying deficiencies and then defining, scoping, budgeting, cost-estimating, prioritizing and scheduling projects to address the deficient conditions;
- Entering, Tracking, and Prioritizing projects in 5-year Capital Improvement Plans using web based software applications (15-20 plans due each year, spread across 4 quarters);
- Drafting and revising LHA maintenance plans (15-20 each year); and
- Implementing and managing projects from development of the Work Order/Request for Services through closeout (about 75 project starts per year, 30 of which the Project Manager will be heavily involved).

RCAT Project Managers will oversee schedules and budgets for capital improvement projects in their portfolios, coordinating with designers, contractors, LHA staff, and DHCD staff in order to ensure quality outcomes. RCAT Project Managers will also assist LHAs in securing additional leveraged funds for projects as these opportunities are present and assist the RCAT director with coordination of group training events. In hiring RCAT Project Managers, the Taunton Housing Authority will require that at least one of the Project Managers within the department have strong knowledge and experience in capital planning, including but not limited to the tasks outlined in the bullets above.

Supervision

The Project Manager of the RCAT will report to the RCAT Director.

Qualifications and Education Requirements

Minimum Requirements

- (A) 6 years of experience in construction management or capital/maintenance project oversight, preferably in the affordable/subsidized housing sector; or (B) 4 years of experience in this area with a Bachelor's or higher degree in Real Estate Development, Architecture, Engineering, or Construction Management, or a related field.
- Knowledge and experience in building design and building construction technology including materials, methods and techniques, preferably in the affordable/subsidized housing sector.
- Ability to read and interpret technical architectural and engineering drawings and specifications.
- Ability to manage multiple projects, while keeping them on schedule and within budget.
- Ability to work independently and to set and prioritize workload.

Preferred Qualifications

- Massachusetts Certified Public Purchasing Official (MCPPO) Designation highly desirable.
- Current Massachusetts Construction Supervisor, Architect, or Engineer License
- Experience in construction contracting process
- Experience with management of projects involving mechanical, electrical and plumbing systems
- Advanced project management skills highly preferred.
- Advanced estimating capability in all construction trades.
- Knowledge of construction methods, local permit practices, and job costing/budgeting highly preferred.
- Proven ability to accurately interpret contracts and all construction trade specifications and plans.
- Ability to generate and modify progress schedules.
- Experience with change order generation and management.
- Excellent interpersonal and negotiation skills.
- Knowledge and experience using Microsoft Office (Word, Excel, Outlook, PowerPoint, Project).
- Experience using custom web-based project management and planning software applications.

Working Environment

While performing the duties of this classification, incumbents frequently visit work sites and construction sites and are frequently exposed to moving mechanical parts, vibration causing tools or equipment, fumes, airborne particles or toxic or caustic chemicals. Incumbents may be exposed to high or precarious places, outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate but may be noisy. When traveling, incumbents may be exposed to traffic and other roadway or travel-related hazards and may be required to work extended hours.

Physical Abilities

While performing the duties of this classification, incumbents are regularly required to stand and walk for long periods of time, bend, handle materials and tools or equipment, and reach with hands and/or arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. Incumbents must occasionally lift, carry, push, or pull up to 50 pounds with or without assistance and with or without the use of devices and/or equipment to assist in the lifting effort. Work assignments may be performed with or without reasonable accommodation to a known disability.

Taunton Housing Authority’s pre-employment process includes, but is not limited to criminal background check and employment verification. It is the policy of the Taunton Housing Authority to give preference of employment to Section 3 eligible individuals.