

Indianapolis Neighborhood Housing Partnership

Position Description

POSITION TITLE: Construction Project Manager **DRAFTED:** October 2021

SUPERVISOR'S TITLE: Project Manager, Strategic Initiatives **FLSA STATUS:** Exempt

POSITION PURPOSE

This position will support Project Manager, Strategic Initiatives with home development including new construction and substantial rehabilitation.

The incumbent's key responsibilities will include:

- Site Selection: Work with supervisors and others to identify and negotiation the acquisition of property to develop. Sites may include existing homes in need of rehabilitation or lots on which we will build.
- Builder: Through a fair and open process, recruit and recommend builders for the homes.
- Project Management: Oversee everything from execution of the builder contract through completion of punch-list items keeping your supervisor up to date.
- Organization: Supervise 30+ project sites at same time with differing timelines and demands to facilitate towards completion
- Community Relations: Maintain regular communications with neighborhood representatives in areas where we are building. Escalate and/or resolve issues timely.
- Marketing: Work with realtors to list and sell the homes. Also engage INHP's Communications department to ensure available homes are communicated to other INHP clients and neighborhood leadership.
- Reporting: Maintain accurate records of projects and be able to provide thorough updates for the purpose of reporting to funders on progress.
- Disposition: Receive, evaluate and recommend responses to purchase offers. Manage closing process on behalf of INHP ensuring timely closing.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

This position will be responsible for programs including, but not limited to:

- Act as overall project manager for single family home development
- Knowledge of and experience with construction standards
- Maintain all relevant certifications

Specification Writer & Const. Project Management October 2021

1

*This description is intended to describe the general content of and requirements for the performance of this position.
It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

- Review all construction bids and change orders and recommend course of action to supervisor
- Order and review inspection reports as needed to ensure a quality, compliant home
- Make recommendations for process and product improvements
 - Ensure vendors and contractors maintain adequate insurance/bond and maintain files and notification system for files.
- Complete paperwork (purchase agreements, vouchers, reports, bids, letters, Certificate of Completion and other documents) as necessary
- Assist homebuyer with any post-closing warranty work needed
- Regularly performs site visits/inspections of INHP single-family properties
- Understand Radon testing requirements and, when applicable, order Radon test
- Understand Lead Based Paint Requirements and order a Risk Assessment when required.
- Knowledge of Lead Based Paint interim controls and abatement requirements and the ability to incorporate repairs, based on funding level, into written specifications.
- Comply with funder requirements. INHP utilizes federal funding sources such as Community Development Block Grant (CDBG); Home Investment Partnership (HOME); and New Markets Tax Credit (NMTX) in the development process.
- Order Environmental and Historic Reviews and complete the Project Sponsor portions of the Construction Approval form when applicable.
- Review all documentation such as Risk Assessments, bids, change orders, inspections and expense vouchers from vendors and INHP personnel for program compliance.
- Help resolve disputes between the client, inspector and/or contractor; acts as an impartial go-between who can bring solutions and assist with a resolution.
- Monitors customer, contractor, inspector interaction.
- Regularly evaluates contractors' work for quality and customer service.
- Prepare reports and provides data to other INHP personnel as requested.
- Travel to and from current or potential job sites to meet with potential partners, contractors, and vendors, when necessary.

OTHER FUNCTIONS

- Participates in company brainstorming and strategic-planning meetings.
- Communicates potential company service opportunities and quality improvements.
- Provides motivation, support, and affirmation to other staff.
- Work evenings and weekends as requested.
- Performs other duties as assigned.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- Bachelor's degree in related field or equivalent work experience.
- Minimum of 2 years of construction industry experience.
- Knowledge and application of construction state and city code requirements.
- Minimum two years' customer service background working with clients, vendors and contractors.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Ability to operate a digital camera and transmit photos electronically.

- Ability to effectively communicate in person, by phone, and in writing.
- Ability to interact with the public and address their concerns/questions.
- Ability to handle customer questions and concerns professionally.
- Ability to think logically and problem-solve to analyze situations, troubleshoot, and make sound decisions.
- Ability to handle multiple tasks simultaneously, manage projects, and meet deadlines.
- Proficiency in Microsoft Office (Word, Excel, Access, PowerPoint), Adobe Professional, and other software applications necessary to perform essential job functions and support other team members.
- Ability to perform Internet research.
- Strong organizational, process-oriented, time-management, and logical-thinking skills.
- Ability to maintain and file data and completed reports.
- Ability to build and maintain positive work relationships with management, staff members, and external contacts.
- Ability to work in fast paced, stressful, ever-changing and diverse environment.
- Demonstrated analytical skills.
- Strong problem solving, decision making, and mediation skills.
- Awareness of, and attention to details.
- Possess exceptional customer service skills.
- Ability to arrive to work on time and maintain a positive attendance record.
- Valid driver's license and reliable transportation; position requires some travel between multiple work locations and work sites.
- Knowledge of FACT Act Red Flag Rules.

PHYSICAL DEMANDS

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Ability to sit for extended periods of time and to move intermittently throughout the workday.
- Strong sensory skills, such as good eyesight, good hearing, and dexterity.
- Ability to bend, push, lift, carry, pull, and move up to 25 pounds.
- Ability to speak and listen clearly.
- Ability to perform focused work with close attention to detail.
- Ability to operate office equipment, including computers, copiers, fax machines, and phones.