

Career Opportunity



Project Manager II

Salary

\$63,918 - \$72,200

Department

Construction Services

Reports to

Vice President –
Construction Services

Closes

Until filled

Internal candidates must have an internal application turned in to HR by 4 p.m., Friday, March 8, 2019.

Position summary

- Assist the Vice President of Construction Services in overseeing THA planning, construction and construction contracting activities. Assist in leading a staff of professional service consultants and construction inspectors to develop requirements, plans and/or specifications for the rehabilitation and modernization of Tulsa Housing Authority (THA) facilities. Recommend engagement of professional Architectural and Engineering firms; recommend for approval contract technical and cost terms and conditions and ensure work is completed, both properly and timely. Develop, analyze and maintain construction schedules, cost estimates, scopes of work, RFP/Q's for multiple projects on an ongoing basis. Experience with Low Income Housing Tax Credits (LIHTC) is preferred.

Summary of duties:

- Assist in overseeing all the THA construction and construction related service contracting activities.
- Assist in developing and reviewing all Requests for Proposals/Qualifications to ensure that THA objectives and policies are adhered to and that contractual responsibilities are met in accordance with Housing and Urban Development (HUD) and other

Federal, State and local procurement regulations.

- Recommend the engagement of, and assist in managing, professional Architect and Engineering firms and other consultants for the preparation of plans and specifications for the development and modernization of THA properties.
- Work in conjunction with other THA divisions and other local government agencies to ensure a coordinated approach to the planning and redevelopment that is compliant with all applicable rules and regulations.
- Represent THA in development related meetings.
- Manage partnerships with external development partners including but not limited to consultants, non-profits, real estate developers, and lenders.
- Manage grant performance and reporting requirements for a variety of programs, contracts and agreements.
- Review and recommend approval of all architectural, engineering and construction plans and specifications by both outside firms and in-house staff for work or services to be performed on THA controlled housing sites and facilities.
- Create scheduling and monitoring of the preparation of bid packages, solicitation of bids, award of construction contracts and monitoring of construction work through completion of project, including any and all HUD reporting as necessary.
- Assist in assuring all work in progress is periodically reviewed at the various THA construction, rehabilitation, or repair locations to ensure work is completed in accordance with contract documents. Review job inspection reports, progress reports, and other documentation required to monitor contractors' work prior to approval of payment
- Assist in the preparation of applications, budgets and reports for submission to HUD in all areas of THA's construction contracting and modernization activities as directed by the Vice President of Construction Services in conjunction with Development and Intergovernmental Affairs.
- Develop and submit completed HUD Part 58 Environmental Reviews while working with the Responsible Entity to meet compliance.
- Participate in Resident Association meetings to deliver information and

obtain input relating to development and implementation of the grant-funded activities.

- Prepare and/or review contracts with outside contractors, vendors and agencies to ensure compliance with THA Procurement Policy and HUD regulations.
- Participate in public functions intended to increase vendor, contractor and MBE participation with the THA.
- Perform other duties as assigned.

Minimum requirements

- May directly supervise employees in the Construction Services department.
- Assist in carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Possess valid Oklahoma Driver's License.

To apply

Qualified candidates should submit a resume, cover letter and salary requirements to hr@tulsahousing.org or fax to **918-581-5721**. You may also apply online at tulsahousing.org.

Applications and resumes may be mailed to:
Tulsa Housing Authority
Attn: Human Resources
415 E. Independence
Tulsa, OK 74106

About Tulsa Housing Authority

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

Mission statement

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.

EOE

We perform criminal background checks and drug testing.

Men, women and THA residents are encouraged to apply.