

## SOUTHWEST MINNESOTA HOUSING PARTNERSHIP

Job Title: Construction Services Manager

Reports to: Director of Construction Services

Classification: Exempt

Proposed Approval Date: September 15, 2001

Date of Last Update: October 2023

---

### **SUMMARY:**

This position is responsible for providing planning, support and direct administration of construction management projects and community development projects. The position is primarily responsible to provide support to the Director of Construction Services and the Project Managers for the development, implementation, and the daily management of all construction activities administered by the Partnership. Other efforts include working with various programs or special projects related to housing development and/or rehabilitation programs administered by the Partnership.

### **EXPERIENCE, COMPETENCIES AND EDUCATION:**

- High School Diploma or equivalent, technical college or four year college degree preferred.
- Minimum of 3 year experience in construction or related field.
- Good organizational skills.
- Good verbal and written skills.
- Ability to handle multiple projects.
- Ability to work independently.
- Ability to take direction from and work with a variety of people.
- Knowledge of construction documents.
- Ability to manage schedules.
- Computer experience: Microsoft Office (Word, Excel, Access, Powerpoint) and Quick Books.

### **PINCIPAL JOB DUTIES AND RESPONSIBILITIES:**

**Planning and Project Development:** Provide support to the Director of Construction Services and the Project Managers to provide technical assistance in the development of single-family and multi-family new construction and rehabilitation housing projects. Assist with the planning,

bidding and construction reporting associated with the development of housing units. This includes assisting in preparing bidding documents, assisting with the request for proposals process, bidding process, separating bids, conducting formal bid openings, and reporting bid results. The position will develop work schedules with contractors, prepare contracts and review contracts prepared by Architects, work proceeds, and gather insurance, bonds and other documents required from the contractors. Produce construction budgets for customers, prepare all necessary reports on job costs for review by supervisor(s), track construction costs on projects to coincide with project budgets including construction contingency tracking, and certify payment requests. Work with contractors in obtaining Sales Tax Refund Worksheets and Energy Rebates. Coordinate construction related closing requirements including the ordering of surveys, soil borings, environmental assessments (Phase I Environmental, Radon, Lead and Asbestos), engineering reports, architectural plans and specifications and other construction related requirements.

**Construction Management Support:** Provide support to the Director of Construction Services and the Project Managers with the following construction management activities: develop project inspection schedules, coordinate professional services, assist with plan and specification development, preparation of construction documents and contracts, and track construction costs on projects to coincide with project budgets. Schedule and conduct pre-construction conferences with the Project Managers. Review monthly contractor pay applications with Project Managers. Work with the finance department to ensure the development of accurate construction payment draws and provide supporting documentation. Work with Director of Construction Services and the Project Managers to assemble construction closeout documents.

Be familiar with AIA Construction Contract Documents and AIA Architect Documents, the AIA 702/703 Pay Application Form, Change Order forms, Substantial Completion Form, blueprints, plans and specifications. Familiar with USDA Rural Development Construction documents.

**Labor Standards:** Conduct labor standards compliances with Davis Bacon and Related Acts. Conduct debarment checks and collect and review weekly payrolls.

**Contractor Finance Guidance:** Attend pre-construction conferences as needed to present information on insurance, construction payments and timelines in relation to the payment process. Prepare correspondence to contractors to ensure appropriate paperwork is timely submitted with payment requests.

**Small Cities Development Program Administration for Multi-Family Housing Projects:** Responsible for project reporting, completing initial project budgets and budget revisions, coordinating administrative activities with the finance department, environmental compliances, labor standards reporting and monitoring, and providing for the removal of special conditions and close-out reports.

**Community Representation:** Represent the Southwest Minnesota Housing Partnership in communities, counties, state and federal organizations, foundations and all other public activities at the direction of the CEO, COO or the position's Supervisor.

**Other Administrative Duties:** Perform general administrative duties as needed and assist other SWMHP staff when requested by the CEO, COO or the positions supervisor.

**Travel:** Travel within the region frequently (daily), within the State Minnesota occasionally (monthly), and will travel out of state as needed for training and other staff development opportunities. Must be willing to drive company vehicles or personal vehicle as required.

**Lifting:** Lift more than 50 pounds on occasion.

**Hours:** Work primarily daytime office hours during the week but will be expected to work a flexible schedule including evening hours and weekends to accommodate customer needs and deadlines.

**DISCLAIMER AND APPROVAL**

This position will perform other duties as assigned by the position's Supervisor and the Chief Executive Officer.

The foregoing statements describe the principal functions of this position but shall not be construed as an exclusive listing of all inherent requirements for the position.

**Employee Acknowledgment:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Employer Acknowledgment:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date