

An exciting opportunity is now open!

***Construction Manager (Project Manager, Construction)***

**Opening Date:** February 8, 2024

**Closing Date:** March 18, 2024

\$114,191 - \$153,027 DOQ

The Santa Clara County Housing Authority (SCCHA) is the county's largest provider of affordable housing, helping make rental housing safe and affordable for approximately 20,000 low-income households.

**How You Will Make an Impact:**

The Santa Clara County Housing Authority (SCCHA) is seeking a Construction Manager (Project Manager, Construction) to provide professional, technical, and administrative support to construction and rehabilitation projects and programs. The Asset Management Division, along with the Real Estate Development Division, are part of SCCHA's Real Estate Department. The team working in Real Estate is mission oriented, dynamic, and collaborative. The team works closely together to creatively develop new affordable housing as well as preserve existing assets.

As a member of our team, we are looking for a candidate who can coordinate projects and work with other departments and outside agencies for SCCHA's owned/managed or privately-owned units. This position is responsible for an array of construction, rehabilitation, and capital improvement projects on behalf of SCCHA. This includes developing scopes of work, procuring for and directing consultants and contractors, coordinating with onsite property management and SCCHA's Asset Management department, reviewing construction in progress, reviewing inspection reports, and project close-out activities for SCCHA's multi-family residential communities.

This position requires extensive knowledge, methods and techniques of building design and construction methods, techniques and industry standards and general knowledge of various skilled trades such as HVAC, plumbing and electrical systems repair and installation as well the ability to read plans, draft scopes of work, understanding of prevailing wage and public procurement requirements.

**What Our Team Is Looking For:**

Any equivalent combination of education and/or experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:

- A bachelor's degree from an accredited four-year college or university in architecture, engineering, construction management, business administration, public administration, or a closely related field; and
- A minimum of five (5) years of experience in construction management or inspection.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

### **Our Ideal Candidate:**

The successful candidate will join a dynamic team of professionals and will possess the following skills:

- **Customer/Resident Service** – values and recognizes the needs of both internal and external customers and residents.
- **Initiative** – proactively seeks solutions to resolve challenges.
- **Exceptional Communicator** – expresses ideas clearly and concisely and values the diversity and differences brought by others to build and maintain interpersonal relationships.
- **Teamwork** – enjoys working collaboratively with others and problem-solving.
- **Judgement & Decision Making** – a critical thinker and problem solver. Makes decisions in compliance with the law and SCCHA policies.

For a detailed description of the position's essential functions, please click **HERE**

### **APPLICATION PROCESS**

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your application:

- A completed Santa Clara County Housing Authority online application including supplemental responses.
- A detailed resume that highlights your related skills and experience is required.

Candidates must complete the Santa Clara County Housing Authority application form for this position and submit online. Please note that incomplete applications will not be accepted.

### **SUPPLEMENTAL QUESTIONNAIRE**

Applicants are required to complete the Supplemental Questionnaire. This will be used throughout the process to assist in determining each applicant's qualifications for the position.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The Santa Clara County Housing Authority is an Equal Opportunity and does not discriminate against qualified employees or applicants because of race, color, religion, medical, physical, or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Family Rights Act (CFRA), and federal laws including the Americans with Disabilities Act and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation. Under federal law, all employees must provide documents that authorize the right to work in the United States.