

I. Job Title: Real Estate Development Project Manager

II. Job Relationships: Reports to Vice President of Real Estate Development. Supervises all staff assigned to real estate development and all subcontractors.

III. General Description

Oversee and/or directly supervise the construction of real estate development projects including: new construction, acquisition/rehab, owner occupied rehab, capital projects on rental properties and special projects. Coordinate and supervise construction staff, volunteers and subcontractors. Provide leadership for real estate development planning and construction activities. Prepare information for funding proposals and report on real estate development activity.

IV. Responsibilities

- A. Participate in program development and grant planning. Oversee implementation of construction aspect of grant awards and maintain excellent communication with all departments involved with housing grants.
- B. Coordinate work assignments and staffing for volunteer events.
- C. In conjunction with the V.P. of Real Estate Development and President, screen, interview and select applicants for open positions. Provide and/or coordinate orientation and training for each new Real Estate Development employee.
- D. Develop a contractor pool and evaluate performance to assure an adequate supply of quality subcontractors and competitive pricing.
- E. Define scope of work with contractor and client, generate specifications, develop estimates, manage the bidding process and prepare "notice to proceed". Monitor budget and progress of projects. Schedule and conduct inspections and recommend progress and final payments to sub-contractors.
- F. Complete the environmental review process for each project where required.
- G. Review, approve and present construction invoices with the proper accounting codes to the fiscal office. Provide ongoing monitoring of actual expenditures in comparison to budget for each project.

- H. Coordinate purchasing of supplies and materials for all construction projects within approved budget guidelines.
- I. Coordinate warranty work on completed housing projects. Implement close out procedures for housing projects.
- J. Secure project sites to limit the possibility of theft or liability of accidents. Maintain tools to assure that they are kept in good condition and repair. Authorize purchase of new tools and equipment.
- K. Provide budgets for rental property capital projects; assist with contractor selection and supervision.
- L. Maintain construction job files in an orderly, prescribed method, inclusive of all compliance requirements.

M. Other

- 1. Participate in LaCasa's business planning. Attend LaCasa's sponsored events and participate in staff meetings.
- 2. Participate in community meetings and training events as requested by the V.P of Real Estate Development. Some out-of-county travel required.
- 3. Other duties as assigned by the V.P. of Real Estate Development.

V. Hours and salary range

- A. Full time exempt
- B. Salary will be established commensurate with the skills and experience of the employee within the salary/wage range step.

VI. Job qualifications

- A. Three years professional residential or commercial construction management experience.
- B. Must provide a personal vehicle capable of transporting basic tools and supplies to job sites and maintain a valid driver's license and vehicle insurance. Vehicle shall be equipped with a trailer hitch and light connection, and be capable of hauling a trailer

- C. Physical ability to perform hands on construction labor for up to 8 hours per day. Including activity at heights greater than 8' above ground and off of ladders and scaffolding.
- D. Must provide and carry a personal smartphone during work hours for communication with office personnel, subcontractors and vendors.
- E. Demonstrated knowledge of residential and commercial systems including but not limited to carpentry, electrical, plumbing, heating and energy conservation. Demonstrated knowledge of building codes, permit process and zoning regulations.
- F. Supervisory experience and documented accomplishments in housing development preferred.
- G. Ability to effectively speak, read, and write English, and preferably Spanish
- H. Ability to use word processing, spreadsheets, and database software.
- I. Ability to work with customers, volunteers, contractors and the general public in a way that reflects positively on LaCasa and its mission.