

## **CITY OF BRADFORD**

**CLASS TITLE: CONSTRUCTION/FACILITIES MANAGER**

**DEPARTMENT: OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT (OECD)**

**SUPERVISION: REPORTS DIRECTLY TO THE EXECUTIVE DIRECTOR OF THE (OECD)**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Primary duties of the OECD's Construction/Facilities Manager include:

1. Work with the Executive Director to periodically review and implement an effective and compliant Housing Rehabilitation Program and CDBG Demolition Program in the City of Bradford.

Specific duties for housing rehabilitation include inspection and documentation of code deficiencies of housing units and the preparation of written specifications for lead assessment; incorporating the lead assessment report into the written specifications for soliciting quotes from qualified rehabilitation contractors; preparation of a cost estimate for comparison to bids and cost justification; review and recommend award for rehabilitation work; coordinate work between homeowner and contractor including resolution of disputes; perform inspections for progress and final pay estimates; prepare change orders and perform final inspection/certification of completed work.

C/F Manager may be required to attend seminars, workshops and training to comply with and understand federal program requirements; accreditation for asbestos and lead paint certifications and IPMC Code compliance training.

Duties for the City's CDBG Demolition Program include working with the City's Code Enforcement Officer/DPMI Officers on the assessment of properties to be included on the City's demolition list; performing an assessment of a property to be demolishing in terms of economical repair cost in accordance with City property maintenance codes; preparation of specifications for demolition and obtaining quotes from demolition contractors; follow-up during demolition and a final inspection of the demolition site to approve contractor payment.

2. Work with the Executive Director on the management of OECD facilities, which include three multi-tenant center industrial/office buildings; Old City Hall, three downtown commercial/residential buildings, one residential apartment building (8 units) and ten stand-alone housing units in the City of Bradford along with other properties that the OECD may acquire or renovate for occupancy.

Duties include the oversight of the OECD's maintenance/construction staff, including the assignment of duties and coordinating all renovation/repair work on OECD facilities, commercial buildings and housing units; working with OECD administrative and maintenance staff on addressing tenant needs; work with Executive Director on tenant recruitment and perform/assign administrative duties related to tenant recruitment and building management.

3. Work with the Executive Director, OECD Staff, City elected officials/staff and/or the OECD's partner organizations to facilitate the project development, implementation and management of improvement projects undertaken by the OECD in the areas of either community or economic development and/or other facilities owned and operated by the City of Bradford.

Duties included but are not limited to, review and working with engineers and architects on the review of drawings and specifications in preparation for bidding and/or construction; development of in-house plans and specifications for small development and renovation projects and new housing construction. These duties are primarily in the area of developing cost estimates and project descriptions for grant applications and the planning of a variety of projects; preparation of specifications for projects; the bidding of work; approval of contractor's estimate for payments and the monitoring of project activity and the eventual maintenance and management of projects or facilities.

Construction inspection duties include the monitoring and inspections of construction projects developed or implemented by the OECD and its partner organizations. Monitoring and inspection will include a wide range of demolition and construction projects. Additional duties include construction oversight and inspection; problem-solving and working with engineers, architects and contractors to facilitate positive outcomes and review and inspection to facilitate contractor payments.

Other construction management activities may include assistance in project design; procurement of permits; compliance with respect to zoning, subdivision and permits; production of bid documents; review of bids; monitoring project activities; review, and in some cases approval of, pay estimates; etc. Must be able to work and communicate with consultants, engineers, contractors and staff to successfully complete projects in a timely and cost effective manner. Monitor all site activities and personnel to insure the project remains as designed and progresses in a timely and cost effective manner.

Work with the OECD's construction crew on in-house construction projects by providing supervision and direction along with coordinating the on-site work and the procurement/coordination of materials needed for construction.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position or if the individual holding this position has the ability, training and skills necessary to undertake duties beneficial to the OECD and to the City of Bradford.

The Construction/Facility Manager position reports to the Executive Director of the OECD and will from time to time be required to undertake duties and assignments at the discretion of the Executive Director that may not be included in this job description.

**QUALIFICATIONS:**

Applicant shall have substantial knowledge in construction trades, estimating, management and practices. Must have at least a minimum of five years of experience in a construction related fields and/or trades schooling and work experience that includes management of personnel and facilities. Applicant shall have the ability to comprehend and interpret building codes, drawings and specifications. Good organizational, writing and communication skills are necessary. Must be able to work and monitor multiple projects at the same time. Must have basic knowledge of computers and software related to the position and other office equipment.