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The City of Bradford's, Office of Economic and Community Development is accepting applications for the position of "Construction/Facilities Manager"

Please submit letter of interest, resume, references and salary requirements to the Office of Economic and Community Development by mail to PO Box 490 Bradford, PA 16701 or by e-mail to sandrews@bradfordpa.org. Letters of interest, resumes' and salary requirements will be accepted until September 10, 2019.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This will be a full-time position, working 37.5 hours per week. The Construction/Facilities Manager will be an employee of the City of Bradford with offices located at the Office of Economic and Community Development.

The Construction/Facilities Manager position is funded by the City of Bradford's Office of Economic and Community Development. Primary duties includes working with the Executive Director to administer the City of Bradford Housing Rehabilitation Program and CDBG Demolition Program; management of the OECD's facilities and maintenance/construction staff and provide construction management/inspection expertise related to the OECD's and its partner organization's development projects. Attached is a full job description for the position.

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 and a valid PA Driver's License.

<p>The City of Bradford is an Equal Opportunity Employer that does not discriminate against race, color, creed, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability or any other legally protected status.</p>
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