

CRDA Construction Assistant Project Manager

JOB TITLE: CRDA Construction Assistant Project Manager

SUPERVISION RECEIVED:

Works under the limited supervision of the Director of Construction Services.

POSITION PURPOSE:

The focus of the position is on (1) field oversight of construction activities for several State-financed design and construction projects for which CRDA holds the design and construction contracts; and (2) evaluation of progress and funding requests for development projects for which CRDA provides funding. These tasks require an advanced level of accountability, analysis, problem solving and interpersonal skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.

- Field Oversight of Construction Activities
 - Periodic tours of construction sites to evaluate and document progress including inspection reports and photo documentation
 - Monitor compliance with contract documents
 - Conduct weekly Owner's meetings including scheduling of meetings, preparation of agenda and preparation and distribution of minutes
 - Evaluate monthly applications for payment
 - Evaluate proposed change orders
- Monitor progress and funding requests for development projects
 - Attend monthly pencil requisition review meeting and site tour
 - Evaluate & approve percentage of completion on monthly requisitions
 - Evaluate change orders
 - Monitor progress
- Independently performs special projects as necessary
- Assist CRDA staff with administrative tasks related to special projects

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of construction field work, construction administration, scheduling, documentation and building codes; considerable knowledge of business communications and interpersonal skills; Proficiency in Microsoft Office Professional with an emphasis on Word and Excel to format and create professional documents to be used and distributed on the executive level.

Proficiency with PDF manipulation software such as BlueBean Revu and large format plotters a plus.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' construction field and project management experience.

One (1) years' experience in monitoring complex housing development and financing structures.

Associate's degree in Construction or Business-related concentrations from a qualified college or university.

OSHA 10-hour certificate

Substitutions Allowed: General Experience may be substituted for the College Training on the basis of one-half (1/2) year of experience equaling fifteen (15) semester hours.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must have adequate physical strength, stamina, and physical ability, and must maintain such physical fitness as be able to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required for long periods of time to sit; stand; walk; reach with hands and arms; and stoop. The employee must be able to lift and/or move up to 5 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Walk job-sites in varying states of construction and completion.

Speak clearly so listeners can understand and understand the speech of another person.

React quickly using hands, fingers, or feet.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The selected candidate will work indoors in an office and outdoors at a construction site or in buildings without heating or air conditioning, such as portable trailers or unfinished structures.

The noise level in the office environment is usually moderate, however, can be loud due to office machines, telephone activity and simultaneous conversation in the work area, or on the convention center show floor.

In the field environment, the employee can be exposed to sounds and noise levels, such as from earth-moving equipment, that are distracting and uncomfortable; exposed to hot and cold temperatures, depending on the weather; and exposed to hazardous equipment. The employee will be required to wear protective equipment often, such as hard hats, when touring a construction site.

POSITION BENEFITS:

As a CRDA employee, you may be entitled to a host of benefits that are attractive. Some of the benefits that may be offered with this position include: health and dental insurance; accrued vacation, personal, and sick leave; retirement plan; group life insurance; and 12 paid holidays.

Annual salary range for this position is \$69,300 to \$74,300. New employees start at the minimum based on general experience.

Date Opened: January 2, 2020

Date Closed : January 17, 2020, 3:00 PM

Send cover letter and resume:

CRDA

Attn: Jennifer Gaffey

100 Columbus Boulevard

Suite 500

Hartford, CT 06103

or

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