

JOB DESCRIPTION

PROGRAM: Housing & Building Initiatives
JOB TITLE: Project Manager - III
JOB CLASSIFICATION: Program Specialist
PAY GRADE: 11

JOB SUMMARY

Responsible for the daily management of assigned Housing and Building Initiatives projects; this includes weatherization and/or construction projects, and encompasses job set-up, crew preparation and direction, direct supervision, and interpreting program policies to resolve job site issues. Provides technical supervision and direction to other personnel to initiate and complete projects. Performs audits and estimates across a broad range of weatherization, construction and other Housing and Building Initiative program activities, as assigned. Supervises and performs program tasks across a broad range of areas including the correction of code deficiencies, accessibility improvements, energy efficient measures, rough and finish carpentry, and HVAC. Interacts with customers, subcontractors, and other program staff to complete program objectives.

SUPERVISORY RELATIONSHIPS

SUPERVISES: All construction staff assigned to a specific project
REPORTS TO: Housing Options Director

MINIMUM QUALIFICATIONS

- High school diploma or General Education Degree (GED);
- Minimum of one year of experience as a Housing & Building Initiatives Project Manager-2 or, experience or technical training in construction, building trades or other related discipline sufficient to demonstrate a thorough understanding of construction theory and techniques such as advanced carpentry, estimating as it relates to weatherization activities, and maintenance activities, or, any combination of education and experience, sufficient to demonstrate possession of the required knowledge, skills and abilities;
- Computer training and/or documented proficiency with popular word processing and database software; experience with and/or training in Microsoft Office products including Word, Excel and Access is preferred;
- Prior estimating experience in construction or a related field is required;
- Building Performance Institute's Energy Auditor Certification is required; and,
- International Residential Code (IRC) Certification is required.

GENERAL REQUIREMENTS

- Upon conditional offer of employment, the individual shall submit to a pre-employment process to be medically approved to wear a respirator, per the Program's Respirator Protection Plan;
- As part of on-going employment, complies with an annual process to be medically approved to wear a respirator, per the Program's Respirator Protection Plan;
- Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, and Motor Vehicle Record check current within 90 days of employment;
- Possess and maintain a valid driver's license, with the daily availability of a vehicle carrying adequate insurance; and,

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- Possess a clear speaking voice and the mental and physical ability to perform essential job functions without any health restrictions, including the ability to sit, stand, be capable of climbing extension ladders, working at heights, lifting a maximum of sixty pounds unassisted and one hundred pounds assisted, working in restricted areas such as crawlspaces and attics for long periods of time, and wearing safety equipment such as a back support or respirator.

SPECIAL JOB REQUIREMENTS

- Must possess and maintain certification from the International Codes Council (ICC) as a Residential Building Inspector and as an Accessibility Plans Examiner/Inspector;
- Must possess and maintain certification with the Building Performance Institute (BPI) as a Building Analyst Professional, HEP Energy Auditor and HEP QCI; and,
- Must attain certification in Pennsylvania as an EPA Lead Hazard Risk Assessor within 18 months.

SPECIFIC DUTIES

- ❖ Completes audits and estimates to determine scope of work and materials required within program guidelines for all housing/weatherization-related funding sources including DCED and PPL;
- ❖ Conducts in-home energy education sessions with customers and completes all required documentation;
- ❖ Supervises assigned personnel on all levels of construction, including but not limited to the following: electrical, plumbing, rough and finish carpentry;
- ❖ Supervises and assists with yearly performance evaluations for assigned employees;
- ❖ Gathers information, as needed, for reporting purposes and completes all appropriate project documentation in a clear, understandable, timely manner;
- ❖ Accurately and efficiently inputs all required program information into multiple computer databases;
- ❖ Ensures compliance of all projects with respect to building codes, permits, historical approval, zoning and other pertinent regulations governing construction activity;
- ❖ Ensures quality control by inspecting completed assignments and authorizing work corrections as needed;
- ❖ Inspects subcontractors' work in construction, HVAC, and other areas as directed by the program administration for payment processing;
- ❖ Supervises and reviews audit information with crews before their departure to ensure proper understanding of job requirements and needed material for assignments;
- ❖ Utilizes sophisticated instruments and techniques such as, but not limited to, a laser level, transit, the blower door, combustion analyzer and back drafting gauges;
- ❖ Inspects heating systems and performs combustion analysis of systems for safety and efficiency;
- ❖ Acts as a field administrator for on-site support to crews;
- ❖ Assists Housing Options Director in representing Housing Services during State and Federal monitoring visits;
- ❖ Responsible for all aspects of special projects such as knob and tube replacements through audits, estimates, feasibility studies, and the compiling of proper data;
- ❖ Trains other project managers and program staff, as assigned;
- ❖ Performs tasks across a broad range of construction areas including plumbing, electrical, rough and finish carpentry;
- ❖ Assists administrative personnel in the recruitment and training of Program personnel;
- ❖ Ensures the health and safety of building occupants;

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- ❖ Acts as a member of the Housing Options Pathway team and consistently demonstrates the values of the organization;
- ❖ Performs warehouse functions, as required;
- ❖ When scheduled, assumes on-call responsibilities in compliance with Program procedures;
- ❖ Performs physical inventory count;
- ❖ Ensures lead-based paint environmental site controls are properly in place;
- ❖ Supervises multiple projects simultaneously;
- ❖ Evaluates, initiates, designs, and provides cost estimates for construction projects;
- ❖ Ensures project quality control and investigates customer complaints; and,
- ❖ Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- ❖ Knowledge of the following:
 - Effective customer service principles;
 - STEP's Mission Statement and the names of all Pathways for Success;
 - Principles, practices, and techniques of supervision;
 - Geographic area served;
 - Diagnostics approaches in weatherization and construction;
 - Lead Based Paint regulations, IRC, ADA, and other statewide building codes;
 - Energy efficient improvements;
 - All types of heating systems, including the complexities of heating, venting and mechanical systems;
 - General construction activities including but not limited to electrical, plumbing, and rough and finish carpentry areas;
 - Materials inventory and correct applications sufficient to independently perform an inventory count;
 - Funding directives sufficient to supervise and perform all field assignment and audits as it pertains to special projects;
 - Tools and materials used for general construction; and,
 - Microsoft Office Suite, including but not limited to Microsoft Word, Excel, Access, and Outlook components.
- ❖ Skills in the following:
 - Operating hand and power equipment to effectively perform advanced work in electrical, plumbing, and rough/finish carpentry tasks; and,
 - Using a keyboard and personal computer.
- ❖ Ability to perform the following:
 - Determine quality and quantity of goods needed for a job in relation to prescribed specifications;
 - Maintain performance standards and financial limitations for multiple funding source contracts and regulations;
 - Soundly interpret and apply program regulations and procedures;
 - Communicate effectively in writing and speaking; ability to communicate effectively with individuals and large groups;
 - Prioritize and manage multiple and sometimes conflicting assignments;
 - Utilize word-processing, data base and building design computer software;
 - Identify and meet goals, objectives, outcomes, and timelines within broad parameters and to work independently of direct supervision;

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- Take initiative and to exercise independent judgment;
- Be creative, resourceful, and flexible;
- Demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious, and linguistic identities or backgrounds;
- Establish effective, collaborative partnerships with people from varied social, economic, and educational backgrounds;
- Project a positive image;
- Organize, prioritize, and establish schedules to accomplish program goals and evaluate the delivery of service and program objectives;
- Prepare and maintain written records and reports;
- Interpret written and oral information. Assess and make field decisions regarding the appropriate action(s) to take with respect to construction and customer issues;
- Evaluate work of subordinates and to provide technical assistance and guidance;
- Negotiate for service and monitor service delivery to assure performance standards are met; and,
- Maintain confidentiality at all times.