

MANAGER OF MODERNIZATION

The primary purpose of this position is to support the Chief Real Estate Officer with management of the Authority's real estate development projects. The incumbent oversees the administration of modernization, including project planning, development, procurement, and contract administration.

All activities must support Lucas Metropolitan Housing Authority ("LMHA" or "Authority") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Manages the work of staff including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing discipline.
- Responsible for the planning, organizing, and management of Capital Fund projects and building modernization.
- Evaluates and prioritizes proposed renovations and programs in collaboration with Asset Management.
- Analyzes, participates in, and performs a variety of technical processes, including bid document preparation; bid phase consultation and coordination, bid evaluation; award of contracts; change order processing; and consultation monitoring and close outs.
- Conducts inspections of ongoing projects to ensure adherence to building codes, quality standards, and compliance of specifications; ensures integrity of approved projects in all phases of project development and implementation.
- Establishes and maintains reporting systems to monitor performance standards and to ensure that written records of performance of both people and sites are maintained.
- Reviews expenditures relating to modernization and development projects; creates estimates and resolves all technical problems relating to the costs or labor and materials, the development of standards, documentation and organizational structure, and other business processes.
- Monitors projects in progress, ensuring that project objectives are being met and that contractors' work product is consistent with contract terms, taking appropriate and prompt action in the event of deficiencies; reviews change orders to ensure accuracy and appropriateness of request.
- Participates in Authority meetings regarding existing project and future modernization issues as requested.
- Aids in the preparation of reports for federal, state, and local agencies and the development of procedures and guidelines for effective implementation of programs.
- Prepares necessary correspondence, including letters, newsletters, reports, and responses to inquiries, both verbally and in writing; prepares statistical, financial, and narrative reports.
- Meets all job safety requirements and all applicable OSHA/PERRP safety standards that pertain to essential functions.
- Performs other duties as assigned.

Education and/or Experience

Bachelor's Degree in civil engineering, urban planning, architecture, or related field and a minimum of five (5) years of experience in the administration of programs involving housing development and housing finance, with a minimum of one (1) year in a supervisory capacity. An equivalent combination of education and experience may be considered. Must possess a valid Ohio or Michigan driver's license and be insurable under the Authority's plan.

***This is a Section 3 covered position and HUD recipients are encouraged to apply
Please note on your submittal if you are a LMHA Public Housing or Section 8 resident
Persons with disabilities are encouraged to apply***

EMPLOYMENT APPLICATION MUST BE COMPLETED ONLINE AT

<http://www.lucasmha.org/Careers>

SUBMITTALS ARE NOT RECEIVED AT ANY OF OUR OFFICES, VIA FAX OR EMAIL.

This job posting will be removed from the website at 11:59 p.m. on **Sunday, June 25, 2017**