

CHN Housing Partners

Construction Manager Real Estate Development

REPORTS TO: Director of Construction

POSITION SUMMARY:

This Construction Manager will report to the Director of Construction and work collaboratively with the Real Estate Development Project Managers to successfully manage construction activities on commercial, single family and/or multifamily construction projects. On single family, selected multifamily and commercial projects CHN will be the general contractor. In this role, the Construction Manager will coordinate the scheduling and managing of all subcontractors and suppliers on both new construction and rehabilitation projects. For multifamily projects which CHN is not the general contractor, the owner will hire a general contractor, in which case the Construction Manager will represent CHN Housing Partners as the owner representative to administer the construction contract.

RESPONSIBILITIES:

- Manage construction and quality control standards
- Manage day to day construction projects
- Manage and coordinate the work with subcontractors including; day to day communication, project schedules, sequence of work, quality control and jobsite cleanliness
- Schedule field/safety inspections and ensure on-site compliance with OSHA standards.
- Manage hazardous materials contractors involving lead-based paint, asbestos containing materials, and radon
- Report to the Director of Construction and Real Estate Development Project Managers on progress and quality of work
- Evaluation of potential project sites and properties
- Provide input on construction budgeting
- Develop construction budgets to ensure compliance with project budget
- Participate in value engineering reviews and meetings as directed
- Evaluate general contractor, subcontractor, and supplier applications for payment
- Contract administration during construction including change order review, procuring compliance documentation submittals, RFI's, shop drawings, daily activity log and construction schedule
- Identify and procure proposals from potential general contractors and subcontractors
- Resolve neighbor disputes, keeping the Director of Construction and Real Estate Development Project Managers informed of issues
- Complete punch lists, coordinate completion of punch list items and back-check completed punch work
- Ensure successful construction close-out and coordinate turn-over to property management or client
- Respond to and manage warranty call-back work during 1 year warranty period

Qualifications:

- Five plus years' experience in single family and/or multifamily housing construction administration, construction management and/or development
- Post high school education in a related field is a plus
- Must possess construction knowledge and experience working with contractors
- Ability to read, interpret and evaluate construction documents
- Self-motivated with excellent problem solving skills
- OSHA 30 certified
- Computer skills, including knowledge of MS Office applications is required
- Must be detail oriented and possess strong organization skills
- Excellent customer service orientation
- Must have a valid driver's license, current automobile insurance and access to a car. This position requires significant travel to locations usually in Cuyahoga County but can include locations within a two hour drive of Greater Cleveland.

If you are interested and meet the outlined qualifications, you can apply for this position by emailing your resume and cover letter to SDurda@chnhousingpartners.org or via the following link <https://chnhousingpartners.org/employment-application/> .

M/F/V/D/EOE