



## **PALM BEACH COUNTY HOUSING AUTHORITY**

**JOB TITLE:** Capital Improvements Manager

**FLSA STATUS:** Exempt

**DEPARTMENT:** Development

**REPORTS TO:** Chief Development Officer (CDO)

The Capital Improvements Manager works closely with the Chief Development Officer (CDO) in planning, directing, administering, and coordinating modernization for Palm Beach County Housing Authority's (PBCHA) public housing units and providing technical support for housing development and general agency operations. The Development department plans, directs, administers, coordinates, and supervises all development and capital improvements for PBCHA. Experience in administering FEMA disaster recovery grants is a must.

### **RESPONSIBILITIES:**

- Assists and works in cooperation with and under the direction of the Chief Development Officer (CDO)
- Assists with the collaboration between development and PBCHA Operations in creating and maintaining a portfolio capital investment strategy to preserve and expand PBCHA's housing stock.
- Assists with preparation of short-term and long-term capital plans and the strategic allocation of federal, state, local and capital resources to support capital investment strategy.
- Develops, monitors, and administers capital improvement, development, mixed finance, and other projects of the department
- Develops and implements contract administration policies, procedures, and methods for construction management and development projects
- Directs the renovation of existing housing units or the development of new housing units
- Monitors all project activities to ensure compliance with federal, state, local program regulations, funder requirements and agency policies and procedures

- Develops systems for monitoring and evaluating PBCHA's compliance performance to inform executive staff of potential problems before they become critical, and the impact PBCHA's policies and programs
- Maintains files and conducts quality assurance reviews of files and reports to ensure compliance with all applicable laws, regulations, funder requirements and applicable policies
- Reviews construction bids and proposed responses to bidders for compliance and accuracy prior to disbursement of responses to bidders
- Sets project requirements for all contractors performing under both contracts and purchase orders
- Prepares or oversees the preparation of various departmental reports, including budgets, quarterly reports, and other required PBCHA, funder, or Federal reports
- Prepares, tracks, and prioritizes projects and annual updates of PBCHA's Five-Year Capital Plan and updates of Physical Needs Assessments as required
- Assists in efforts to identify opportunities, compile information, prepare and submit applications for a variety of funding sources, including but not limited to HUD and FEMA (disaster recovery) grant proposals and manage grant awards.
- Coordinates interrelated program functions with other departments and staff
- Monitors construction progress to assure that deadlines are met; processes pay requests/pay applications, change orders and participates in construction meetings to ensure that work is performed according to budgetary and physical design plans
- Prepares or reviews building plans and construction documents to determine compliance with regulatory requirements
- Directs, reviews, and approves the preparation of project cost estimates
- Acts as a liaison for approval of specifications and execution of contracts
- Coordinates the completion of Environmental Reviews
- Evaluates department projects to assure that expenditures of funds result in established time and quality goals to include meeting grant obligation and expenditure dates
- Performs all other duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of HUD, and other federal, state, and local policies, procedures, and regulations related to public housing authority rehabilitation and development projects
- Knowledge of, or ability to learn, HUD's Energy and Performance Information Center (EPIC) system
- Knowledge of the principles and practices of budgeting and budget administration, contract negotiation, procurement, real estate development, grants management, project management, local permit practices and construction management
- Knowledge of local, state, and federal environmental regulations
- Knowledge of construction software (i.e. estimating, project management and scheduling software)
- Knowledge of standard office procedures, including filing, and standard office equipment, including computer, fax, copier, telephone system
- Ability to compile data and prepare reports

- Ability to analyze reports and data, compare to budgets, and formulate recommendations
- Ability to use sound judgment to make and implement decisions
- Ability to effectively initiate and manage work projects
- Ability to effectively relate to and deal with public and private agencies in order to accomplish organizational goals and complete projects
- Ability to communicate effectively, both orally and in writing, with groups and individuals
- Skill in compiling and analyzing data

**QUALIFICATIONS:**

- Bachelor's degree in urban development and planning, business or public administration, architecture, engineering or related field preferred
- Five years' experience in housing construction and renovation
- Five years' professional experience with federally assisted housing programs
- Experience with government procurement of professional, construction, and development services  
OR
- Equivalent combination of education, training and experience that provides the required knowledge
- Computer proficiency mandatory and working knowledge and skill in utilizing one or more construction industry standard project management software such as Excel, Access, Microsoft Project, Primavera, Procore, etc.
- Extensive experience in federal contract administration especially FEMA grants
- Experience with Low-Income Housing Tax Credit Development
- Knowledge of Microsoft Office products
- Ability to occasionally climb stairs; kneel, crouch or crawl to retrieve files, drawings, etc.; and occasionally lifting and/or moving up to 25 pounds
- Bondable
- Valid State of Florida Driver's License
- Eligible for coverage under PBCHA fleet auto insurance

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Employee Signature

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Date:

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Supervisor Signature

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Date:

The Palm Beach County Housing Authority is an Equal Opportunity Employer. PBCHA is also a Section 3 Employer - Public housing residents or low and very-low income persons who live in the metropolitan area or non-metropolitan county where a HUD-assisted project for housing or community development exist are encouraged to apply.