



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position for the St. Thomas/St. John & St. Croix Districts:

### **CONSTRUCTION MANAGER**

The Construction Manager performs highly responsible office and field work involving the inspection of construction projects to determine progress and ascertain contractors' compliance with construction plans and specifications. Work also involves planning, assigning, directing and inspecting the work of departmental construction crew, to ensure that performance of work is in accordance with plans and specifications.

#### **ESSENTIAL FUNCTIONS:**

- ⇒ Notifies contractors and/or departmental construction crew of discrepancies found during inspections and ensures compliance.
- ⇒ Prepares inspection reports, indicating discrepancies and evidence of noncompliance and determining stages of construction progress.
- ⇒ Prepares construction estimates, indicating costs of materials and labor necessary for carrying out projects.
- ⇒ Prepares requisition for materials, supplies and equipment.
- ⇒ Represents agency in obtaining bids and awarding construction contracts.
- ⇒ Administers construction contracts and conducts periodic on-site observations of work during construction to monitor compliance with plans.
- ⇒ Confers with and directs supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating various phases of construction to prevent delays.
- ⇒ Confers with supervisory and engineering personnel and inspectors and suppliers of tools and materials to resolve construction problems and improve construction methods.
- ⇒ Inspects work in progress to ensure that workmanship conforms to specifications and the adherence to construction schedules.
- ⇒ Prepares or reviews reports on progress, materials used and costs, and adjusts work schedules as indicated by reports.

#### **QUALIFICATIONS:**

- ⇒ **Education:** Bachelor's Degree in Engineering, Architecture, Construction Management or related field.
- ⇒ **Experience:** 4-7 years of work-related experience in construction management, planning and development. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** Knowledge of a variety of trade and craft processes sufficiently broad to recognize acceptable construction practice; knowledge of general construction inspection practices and procedures; Knowledge of safety requirement and safety practices in construction work; Ability to read engineering drawings and specifications and to interpret them for construction control purposes; Ability to prepare construction inspection reports and construction estimates; Ability to establish and maintain effective working relationships with all persons contacted during the course of work; Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations; Ability to write reports, business correspondence and procedure manuals; Ability to effectively present information and respond to questions from groups of manager, clients, customers and the general public; Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plan and solid geometry and trigonometry; Ability to apply concepts such as fractions, percentages, ratios and proportions to practical solutions; Demonstrates the ability to multi-task, work collaboratively in a team-oriented environment and problem solve; Computer literate to include Microsoft Word, Excel, PowerPoint and Outlook; Excellent oral and written communication skills; Ability to be flexible and work under pressure; Ability to work harmoniously with other agency personnel; and ability to maintain confidentiality in all assignments; Valid VI Driver's License required.

**SALARY: \$54,080 - \$68,640 per annum depending upon qualifications. CDBG-DR grant funded position.**

#### **APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Stay at Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov).** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov).

**Deadline for submittal of application package is Wednesday, July 22, 2020;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

*The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer*