



JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Construction Management Department - Fort Defiance, AZ
SALARY : \$27.7053 per hour
CLOSING DATE : Open until fill (OUF)

Class Summary:

This class is the fifth of five levels in the Planning & Development series. Incumbents manage and oversee the activities of employees engaged in the quality inspection and project management of new housing developments. Work at this level is primarily managerial in nature, which includes: prioritizing and assigning work, conducting performance evaluations, ensuring staff are trained and follow all established policies and procedures; and making hiring, termination, and disciplinary recommendations. Additional responsibilities may include monitoring and providing technical assistance to sub-recipients, contractors, and consultants; preparing and tracking all project communications, contract documents, and financial accountability; reviewing and approving requisitions; and developing project budgets. The Development Manager is distinguished from the Senior Development Coordinator by its overall management responsibility. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

Responsibilities:

- Manages and oversees staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Manages and monitors the progress of housing projects ensuring that specified quality, cost, and schedule are being met; addresses special concerns and monitors compliance with applicable plans and specifications.
- Administers construction contracts, which includes: reviewing and approving contractor payments; monitoring work status; issuing contracts; certifying project completion; processing project submittals; conducting project progress meetings; responding to contractor's requests for clarification; opening project bids; conducting pre-bid and pre-construction meetings; negotiating change orders and bids; and performing related duties.
- Collaborates with private consultants, contractors, and internal staff throughout the entire design and construction process of projects.
- Inspects construction sites to ensure conformance with plans and specifications.
- Manages design consultants, which includes: issuing requests for proposals; reviewing proposals; recommending consultant selection; reviewing and negotiating consultant fees; issuing contracts; reviewing work output; processing payments; issuing contract amendments; scheduling design review meetings; providing input on technical issues; writing consultant evaluations; and performing other related tasks.
- Prepares and maintains a variety of operational and regulatory reports and records. Reviews construction documents to ensure compliance with applicable codes and specifications.
- Performs other duties of a similar nature or level.

Required Skills:

- Managerial principles;
- Managing contracts;
- Negotiation Techniques;
- Facilities planning terminology, methods, materials, practices, and techniques;
- Construction principles and practices;
- Project Management principles;
- Prioritizing and assigning work;
- Monitoring and evaluating employees;
- Reading maps and scales;



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- Interpreting and applying applicable laws, ordinances, codes, rules, and regulations;
- Related planning needs with impacts of planned developments;
- Managing operational and regulatory records and reports;
- Communication, interpersonal skills as applied to interaction with subordinates, co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Required Experience:

- Valid Driver's License
- Bachelor's degree in planning, construction management, project management, or related field; five or more years of related experience, including three or more years of supervisor experience or an Equivalency

How to Apply:

Applicants must submit a completed NHA application, including an updated resume and unofficial transcripts or degree(s). Email completed application packet to nhahr@hooghan.org or hand delivered to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.