



# District of Columbia Housing Authority

## Vacancy Announcement

*Central Office*

### ANNOUNCEMENT #20-24

<b>Title: Construction General Manager/ JOC Coordinator</b>	<b>Department: Office of Capital Programs</b>
<b>Grade: DS-301-15</b>	<b>Salary Range: \$114,312 pa - \$147,331 pa</b>
<b>Opening Date: 1-30-20</b>	<b>Closing Date: Open until filled</b>
<b>Area of Consideration: DCHA Employees and the General Public</b>	

#### **Duties and Responsibilities:**

- Plans, organizes, and manages construction activities of the Office of Capital Programs.
- Determines work methods, techniques, and equipment best suited for each project; identifies materials and tools required for each task, and ensures the availability of such means and methods.
- Distributes work assignments, providing instructions and guidance, supervision to project managers, construction managers, and construction inspectors. As required, assist the design team with preparing detailed drawings, specifications and assist project managers with cost estimates.
- Serves as liaison with inter-governmental agencies, clients, architects, contractors, DCHA project managers, construction managers, and construction inspectors.
- Coordinates and assures timely processing of information required by the District of Columbia Consumer and Regulatory Affairs, Department of Health, Historical Preservation office, Public Space, PEPCO, Washington Gas, District of Columbia Water and Sewer Authority (WASA), etc.
- Assists with the preparation of technical specifications and assembles contract documents for solicitation of contractors to perform a variety of modernization activities.
- Coordinates the activities of staff, consultants, contractors and other Authority entities in the planning and performance of modernization designs and construction.
- Assists the design team in researching and selecting materials; determines methods and types of construction based upon required outcome and program needs. As required, reviews detailed drawings, specifications and cost estimates.
- Analyzes, participates in and performs a variety of technical processes and reports, including bid document preparation, bid phase consultation, verification, and coordination of payment request, bid evaluation, award of contracts, change order processing, and consultation and close out.
- Interprets blueprints and specifications for contractors to ensure compliance with construction plans and specifications and obtains additional information from the project architect when necessary; recommends “no harm” changes to documents for ease of construction while maintaining the original design intent.
- Prepares reports of construction activities, progress reports, and correspondence to contractors, manufacturers, and architects.
- Examines construction drawings, cost estimates, calculations and specifications in accordance with the U.S. Department of Housing and Urban Development (HUD) regulations, Authority requirements, and industry standards.
- Performs other related duties as assigned.

#### **Qualification Requirements:**

Bachelor’s degree from an accredited college or university with emphasis in engineering, architecture, construction management or other related field; and at least (6) six years related experience including at least one year senior level management experience; or the equivalent combination of education and experience which meet the minimum qualifications requirement. **(over)**

Due to field responsibility, incumbent must possess a valid driver's license and be insurable in accordance with the Authority's Fleet Management Policy and Procedures.

**Other Significant Factors:**

- Applicants may be subject to background, past employment and personal history investigations.
- Applicants who require accommodations or have questions in the application process should contact the Human Resources Department at (202) 535-1618.
- This position **is not** in the Collective Bargaining Unit represented by AFGE Local 2725
- ***This position is designated as "essential"***

The District of Columbia Housing Authority (DCHA) conducts pre-employment screening on specified positions, which may include but is not limited to a criminal background check, drug and alcohol testing, verification of academic credentials, licenses, and certifications, and/or verification of work history.

This position has been designated by the department to require a drug and alcohol screening and background check. Finalist(s) for this position will be subject to drug and alcohol testing and will be required to consent to a pre-employment background check as a condition of employment.

***For consideration please submit your application to:***

**Human Resources Department  
1133 North Capitol Street N.E., Room 222  
Washington D.C. 20002  
Fax # (202) 535-1375**

**DCHA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**