

**Project Manager-Renovations/Rehab**  
Commercial, Multi-Unit Affordable Housing Construction

**General Statement of the Position**

The Housing Authority of the City of Wilmington, NC (WHA) is remaking the affordable housing market in Southeastern North Carolina, bringing new innovative approaches to the Wilmington housing market. The role is Project Manager-Renovations/Rehab located in Wilmington, NC. The Project Manager receives authority and is directly responsible to the Vice President, Chief Development Officer (CDO) for WHA. This is an exempt position. Start with us grow with us.

This position is responsible for: 1) The overall success of WHA Capital Fund and operations renovation construction projects for current WHA Communities; 2) Overall project leadership, project status reporting, budget management, contractor and vendor payments, compliance and monitoring. The longer-term plan is to transition from outside contractors to WHA Associate renovation/rehab teams. The WHA Project Manager selected for this position will lead the creation and supervision of these WHA in-house teams. Your successful track record of project Managership, effectively managing project Key Performance Indicators (KPI's) combined with a passion for serving others makes you an ideal candidate for this role.

**Primary Responsibilities Include:**

- Leading by example and being a role model for the standards and behaviors consistent with the core values and culture of WHA
- Successful completion of multiple full lifecycle Capital Fund and operations funded renovation, rehab, lifespan extension projects for WHA Communities
- Leads the scope of work development, field management, sub-contractors, associates and other field staff teams assigned to the project, collaborating with WHA Community Management, providing direction and facilitating support
- Provides project oversight and management, ensuring scope of work is delivered on time and on budget
- Prepares and directs overall project schedule and ensures contractors adhere to and are compliant. Reviews schedules prepared by the contractor and verifies that construction deadlines/milestones are achieved and monitor punch list work to completion.
- Monitor and forecast costs for the assigned site and participates in the preparation of the monthly cost forecast report in conjunction with the CDO as appropriate.
- Prepares or overviews the preparation of the change proposals to WHA. Monitors progress to ensure construction documents are complete to allow timely start of the construction and continuity of work.
- Conducts site meetings attended by contractors and field Managers. Coordinates and directs, as needed, efforts of the project support team - scheduling, design and safety.
- Other duties as assigned.

**Attributes:**

- Managership, accountability: accepts Managership and accountability for overall performance results of the project teams, project results, project outcomes
- Conscientious: High self-awareness of how he/she affects others
- Functional Expert: Considered a thought leader on a subject
- Team Leader: Inspires teammates to follow them
- Advancement of others: Effective, successful supporting advancement in skills, knowledge, competencies, leadership development, career growth for assigned associates
- Collaborator: Effective working with associates and stakeholders at all levels, gaining the best results possible from the team
- Results orientated: Leads by delivering above expectation outcomes
- Exceptional communication skills, both written and verbal

### **Experience:**

- 2 - 4 years: Direct management of construction projects with particular knowledge of general contracting, commercial or residential construction, OR
- Veteran opportunity hiring for this position. US Military experience, project management capabilities serve as qualifying experience in lieu of construction project management experience OR
- WHA applicable experience, successes, delivering results, OR
- Combination of the above

### **Education:**

- Bachelors or better in Construction Management Services or related field, OR
- Equivalent US Military experience, OR
- WHA applicable experience, successes, delivering of results, OR
- Combination of the above

### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any other duties to accomplish the mission of the position and mission of the organization.

WHA is committed in policy and practice to providing equal employment opportunities for all applicants and employees, based upon their training, experience, and overall qualifications. Consistent with this commitment, discrimination against an applicant or employee based upon the individual's race, color, creed, religion, sex, gender, age, national origin, ancestry, citizenship status, marital or familial status, sexual orientation, gender identity, gender expression, disability, military status, protected veteran status, genetic information, or any other condition or characteristic protected by law is strictly prohibited.