

9775 - Senior Community Development Specialist II**Housing Construction Manager****Recruitment #TEX-9775-072498****Department** Mayor**Analyst** Karen Henderson**Date Opened** 11/29/2016 8:00:00 AM**Filing Deadline** 12/13/2016 5:00:00 PM**Salary** \$47.69 - \$57.96/hour; \$8,266.00 - \$10,047.00/month;
\$99,190.00 - \$120,562.00/year**Job Type** Temporary Exempt**Employment Type** Full-Time**INTRODUCTION****General Description:**

Under the supervision of the Construction Management Supervisor, the Housing Construction Manager functions as a construction manager for the Housing Development team of the Mayor's Office of Housing and Community Development (MOHCD). This position is responsible for a range of construction monitoring and management responsibilities relating to a variety of MOHCD-funded affordable housing projects or programs, including new construction and acquisition/rehabilitation of rental housing.

Primary Duties: Under the supervision of the Construction Supervisor, the primary duties of the Housing Construction Manager are:

Advise Project Managers regarding the evaluation and modification of requests for funding by reviewing and approving proposed scopes of work, pre-construction and construction schedules, and construction cost estimates for appropriateness, compliance with MOHCD quality standards and assisting in preparation of recommendations to the Loan Committee;

Review architectural plans and designs, cost estimates, and work with MOHCD project managers to review the impact of those cost estimates have on the project development budget at key stages of preconstruction, i.e. schematic design, design development, construction documents, and prior to bidding;

Evaluate construction cost estimates, identify discrepancies and propose value engineering strategies; Review and approve construction plans, specifications, schedules, cost estimates and budgets before and during construction;

Ensure that pre-construction requirements are met, and leading the Pre-Job meeting prior to approving a request to issue Notice to Proceed (NTP);

Review and approve value engineering proposals; inspect active construction sites as needed, and at least monthly, in conjunction with pay draw meetings in order to ensure efficient project implementation;

Evaluate change order proposals for cost and scope, identify potential cost-savings approaches;

Attend pay draw meetings and approve/disapprove pay draw applications and construction change orders requests and time extension requests;

Maintain or monitor change order tracking spreadsheets in order to identify and address potential cost overruns by informing the Construction Management Supervisor and the Project Manager of these potential impacts;

Provide monthly updates to project management staff, Construction Management Supervisor and

Director of Housing Development;

Facilitate effective teamwork among development team members, including advising project sponsors on construction management, scheduling, and contract enforcement issues, anticipating and helping to resolve problems impacting costs, schedule and scope.

Maintain project files (predominantly electronic) including copies of all Construction Documents, such as Notices to Proceed, Permits, and Certificates of Completion, site inspection and meeting notes, plans and specifications, lien notices and releases and executed change orders;

Promote "green building" in a cost effective manner to support durable, energy efficient, affordable housing that provides healthy indoor air quality and facilitates recycling;

Develop and maintain productive relationships with City departments such as the Department of Building Inspection (DBI), Mayor's Office on Disability (MOD), Human Rights Commission (HRC), Office of Contract Administration (OCA) Fire Department (SFFD), Department of Public Works (DPW), etc. in order to facilitate procurement and to expedite permit approvals and inspection services for MOHCD construction projects when necessary.

Desirable Qualifications:

Three years practical experience construction or related field(s) such as architecture, real estate development, public or non-profit housing program administration, with a focus on construction management or administration.

Excellent verbal and written communication skills, including the ability to communicate effectively and work collaboratively with both financial professional staff in an office-based team environment as well as with contractors, architects and other construction professionals in the field.

Familiarity with residential construction technology, including "green building" and accessibility, building material uses and properties, industry procedures and practices, and standard construction and architectural contracts.

Familiarity with construction documents, cost estimating procedures and resources and ability to make reliable judgments regarding appropriate construction costs.

Commitment to the goal of increasing and preserving the stock of well-designed housing affordable to low and very low income persons and households in San Francisco.

Familiarity with personal computer word processing and spreadsheet programs (preferably Microsoft Word and Excel).

Advanced degree or professional certification in a related field including architecture, engineering, construction management, or law.

LEED Accredited Professional, and/or familiarity with GreenBuild, GreenPoint Rated, Enterprise Green Communities, or other applicable green building standards.

Lead Certified, and/or familiarity with residential lead hazard reduction procedures and other toxics remediation requirements and procedures.

Familiarity and experience with contractors, architects and other construction professionals active in the residential construction industry in San Francisco, preferably with non-profit sponsored affordable housing.

Familiarity with San Francisco labor union contracting requirements and practices.

San Francisco residency.

Desirable Qualifications: The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring.

MINIMUM QUALIFICATIONS

1. Possession of a baccalaureate degree from an accredited college or university AND four (4) years of administrative/professional experience in community development, housing and/or housing development, finance, education, social work, children/youth work, or criminal justice; OR

2. Possession of a baccalaureate degree from an accredited college or university with major coursework in public or business administration, urban planning, government, social work, education, finance, criminal justice, or related field AND three (3) years of administrative/professional experience in community development, housing and/or housing development, finance, education, social work, children/youth work, criminal justice or elections related work; OR
3. Possession of a Master's degree from an accredited college or university in public policy, planning, social work, public administration, finance, education, criminal justice, or business administration AND two (2) years of administrative/professional experience in community development, housing and/or housing development, finance, education, social work, children/youth work, or criminal justice; OR
4. Possession of a Juris Doctor degree from an accredited college or university AND two (2) years of administrative/professional experience in community development, housing and/or housing development, finance, education, social work, children/youth work, or criminal justice.

SUBSTITUTION:

Verifiable administrative/professional experience involving community development, housing and/or housing development, finance, education, social work, children/youth work, criminal justice, and/or elections may substitute for the educational requirement in Minimum Qualification #1 on a year-for-year basis.

HOW TO APPLY

Applications for City and County of San Francisco jobs are only accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement
- Select "Apply" and read and acknowledge the information
- Select either "I am a New User" if you have not previously registered, or "I have Registered Previously"
- Follow instructions on the screen

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Karen Henderson, by telephone at 415-701-5557, or by email at EMAIL.

Verification:

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

CONVICTION HISTORY

As a *finalist* for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a *finalist*. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates applying for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates applying for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are selected as a finalist, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION

General Information concerning City and County of San Francisco Employment Policies and Procedures:

Important Employment Information for the City and County of San Francisco can be obtained at <http://sfdhr.org/information-about-hiring-process> or hard copy at 1 South Van Ness Avenue, 4th Floor.

Copies of Application Documents:

Applicants should keep copies of all documents submitted, as these will not be returned.

Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Requests:

Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable ADA Accommodation at: <http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>

Information regarding requests for **Veterans Preference** can be found at:

<http://sfdhr.org/information-about-hiring-process#veteranspreference>


**Exam Type: TEX - Issued: 11/29/2016/ Micki Callahan Human Resources Director
Department of Human Resources - Recruitment ID Number: TEX-9775-072498 -
Mayor's Office of Housing and Community Development/KH/415-701-5557**

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please click here.

Click on the link below to apply:

<p>Fill out the Application NOW using the Internet.</p>	<p>Apply Online </p>
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