

WHDC Job Description

Job Title: Construction Manager

Department: Real Estate Development

Reports To: Vice President of Real Estate Development

Supervisory Role: No

FLSA Status: Exempt

Company Overview

Wesley Housing is a nonprofit community housing developer whose mission is to develop, own, operate, preserve, and maintain affordable housing and sustain quality communities for low- and moderate-income families and individuals across the Washington, D.C. region. The heart and soul of Wesley Housing's mission lies in our commitment to combine affordable housing with family programs and supportive services to foster positive development and self-sufficiency for all adults, children, and families. Wesley Housing's headquarters are located in Alexandria, VA (Fairfax County). Our apartment communities are located throughout the Washington, D.C. metro region. To find out more about Wesley Housing and to view all our job openings, visit us at

<https://wesleyhousing.org/>

Job Summary

This role is responsible for managing the design and construction of multiple projects from pre-construction planning through the completion and occupancy phases, including project closeout with financial reconciliation. The Construction Manager provides hands-on management, project planning along with oversight of the day-to-day operations and administration of Real Estate Development (RED) projects involving upcoming, ground up and ongoing construction.

Essential Functions:

- Coordinate with and advise the Real Estate Development Project Manager(s) from conceptual design through completion of multiple projects
- Serve as the primary point of contact for coordinating design and construction activities with third party contractors, vendors, government agencies, and internal partners, including but not limited to securing any owner-coordinated site and building permits and utility availability. Manage the selection and procurement of any necessary special inspections or services.
- Assist the Project Managers in negotiating the scope of third party design and construction contracts
- Liaise between internal cross-functional technical teams and the design and construction team
- Monitor and oversee the general contractor's compliance with the project budget, construction schedules and any required design scope such as the Virginia Housing Minimum Design and Construction Requirements and any sustainable design standards
- Engage in proactive analysis of design and construction issues that may impact project goals and objectives including but not limited to evaluating and managing the procurement of long lead items in accordance with the schedule
- Participate and lead pre-construction phase project consultation meetings to help achieve timely completion of coordinated documents for each stage of the design
- Attend all Owner-Architect-Contractor meetings during the construction period and ensure timely team coordination and response to RFIs, PCOs, Submittals, etc.

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- Review all phases of the Construction Documents (“CDs”) for completeness and compliance with design milestone requirements
- Ensure timely processing and response for all time sensitive project documentation
- Develop and regularly distribute monthly project reports to summarize project status and identify potential issues; provide recommendations for approval of the monthly requisition by the Project Manager
- Manage the closeout of projects (punch list work, finalize outstanding contracts, orders, final bond and lien releases)
- Train or guide the work of other team members on occasion
- Perform other duties as assigned

Required Knowledge, Skills, Abilities

- Demonstrated ability to work across the entire company and facilitate cross-functional coordination
- Experience leading large scale and complex mixed-use and/or residential construction projects
- Excellent interpersonal skills
- Proficiency in construction documents and engineering specifications, including AIA construction contracts and general conditions
- Understanding and knowledge of industry standard construction processes (e.g., scheduling, standard cost estimating tools, building materials, construction methodologies)
- Able to work well in a team environment
- Attention to detail
- Familiarity with nonprofit management
- Knowledge of affordable housing, residential management
- Ability to make sound decisions based on collaborative listening and analytical processes. Practices good judgment.
- Able to identify existing and potential issues, then proactively evaluate and establish new solutions that resolve the issues

Required Education, Certifications/ Licenses, Related Experience

- Bachelor’s degree in related field such as construction management, engineering or architecture preferred
- Five years combined experience in construction and design, managing ground-up projects and construction project management
- Industry certifications
- Proficient with Microsoft Office Suite (Word, Excel, Outlook, etc.)

Physical Job Requirements

- Able to remain in a stationary (standing and seated) position more than half the time
- May need to occasionally kneel, crawl, or crouch down
- Must be able to regularly maneuver (lift, move, carry, slide, etc.) up to 40 pounds
- Able to operate standard office equipment that requires the constant use of hands/fingers/wrists (ex’s: typing, filing, etc.) more than half the time
- Able to spend more than half the time viewing computer monitors
- This role is exposed to outdoor weather conditions, and non-climate-controlled workspace(s) less than half of the time)

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- This role must be able to identify and distinguish between colors less than half the time

Travel Requirements

- This position may travel between local offices and site locations 25–50% of the time

Wesley Housing has a mandatory COVID-19 vaccination policy.

All employees are required to be vaccinated against COVID-19 unless they have been approved for a medical or religious exemption.

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