

JOB DESCRIPTION

PROGRAM: **Housing & Building Initiatives**

JOB TITLE: **Project Manager - I**

PAY GRADE: **9**

JOB SUMMARY

Responsible for the daily management of projects, and encompasses job set-up, crew preparation and direction, direct supervision, and interpreting program policies to resolve job site issues. Provides technical supervision and direction to other personnel to initiate and complete projects. Performs audits and completes installation of measures on both Full-cost and Baseload jobs. Interacts with customers, subcontractors, and other program staff to complete program objectives.

SUPERVISORY RELATIONSHIPS

SUPERVISES: All construction staff assigned to a specific project

REPORTS TO: Housing Options Director

ESSENTIAL QUALIFICATIONS

- ☐ High school diploma or General Education Degree (GED);
- ☐ Minimum of one year of experience as Housing & Building Initiatives Construction Supervisor II, or experience or technical training in construction, building trades or other related discipline sufficient to demonstrate a thorough understanding of construction theory and techniques such as advanced carpentry, estimating as it relates to weatherization activities, building science, or any combination of education and experience, sufficient to demonstrate possession of the required knowledge, skills and abilities;
- ☐ Computer training and/or documented proficiency with popular word processing and database software; experience with and/or training in Microsoft Office products including Word and Excel;
- ☐ Prior estimating experience in construction or a related field is preferred; and,
- ☐ Building Performance Institute's Building Analysis Certification is preferred.

GENERAL REQUIREMENTS

- ☐ Valid driver's license and reliable transportation available on a daily basis with adequate insurance coverage;
- ☐ Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, FBI Clearance, and National Sex Offender Registry check current within 90 days of employment; and Motor Vehicle Record check;
- ☐ Upon conditional offer of employment, the individual shall submit to a pre-employment process to be medically approved to wear a respirator, per the Program's Respirator Protection Plan;
- ☐ As part of on-going employment, complies with an annual process to be medically approved to wear a respirator, per the Program's Respirator Protection Plan; and,
- ☐ Clear speaking voice and the mental and physical ability to perform essential job functions with or without any health restrictions, including the ability to sit, stand, be capable of climbing extension ladders, working at heights, lifting a maximum of sixty pounds unassisted and one hundred pounds assisted, have unrestricted use of the upper body, corrected or uncorrected hearing and vision within normal ranges; additionally working in restricted areas such as

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crawlspaces and attics for long periods of time, and wearing safety equipment as required by OSHA.

SPECIAL REQUIREMENTS

- ☐ Must possess and maintain certification with the Building Performance Institute (BPI) as a Building Analyst Professional within 18 months; and,
- ☐ Must attain certification with the Building Performance Institute (BPI) as a HEP Energy Auditor within 18 months.

SPECIFIC DUTIES

- ❖ Completes audits and estimates to determine scope of work and materials required within program guidelines;
- ❖ Conducts in-home energy education sessions with customers and completes all required documentation;
- ❖ Supervises assigned personnel on all levels of construction, including but not limited to the following: electrical, plumbing, rough and finish carpentry;
- ❖ Gathers information, as needed, for reporting purposes and completes all appropriate project documentation in a clear, understandable, and timely manner;
- ❖ Accurately and efficiently inputs all required program information into multiple computer databases;
- ❖ Ensures compliance of all projects with respect to building codes, permits, historical approval, zoning, and other pertinent regulations governing construction activity;
- ❖ Ensures quality control by inspecting completed assignments and authorizing work corrections as needed;
- ❖ Enters estimated and actual job costs into various programs for invoicing;
- ❖ Supervises and reviews audit information with crews before their departure to ensure proper understanding of job requirements and needed material for assignments;
- ❖ Utilizes sophisticated instruments and techniques such as, but not limited to, a laser level, transit, the blower door, combustion analyzer, and back drafting gauges;
- ❖ Acts as a field administrator for on-site support to crews;
- ❖ Trains program staff, as assigned;
- ❖ Performs tasks across a broad range of construction areas including plumbing, electrical, and rough and finish carpentry;
- ❖ Ensures the health and safety of building occupants;
- ❖ Covers on-call duties and responsibilities in compliance with program procedures, as assigned or scheduled;
- ❖ Acts as a member of the Housing Options Pathway team and consistently demonstrates the values of the organization;
- ❖ Performs warehouse functions, as required;
- ❖ Performs physical inventory count;
- ❖ Ensures lead-based paint environmental site controls are properly in place;
- ❖ Supervises multiple projects simultaneously;
- ❖ Ensures project quality control and investigates customer complaints; and,
- ❖ Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- ❖ Knowledge of the following:
 - Effective customer service principles;

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- STEP's Mission Statement and the names of all Pathways for Success;
 - Principles, practices, and techniques of supervision;
 - Geographic area served;
 - Diagnostics approaches in weatherization and construction;
 - Lead Based Paint regulations;
 - Energy efficient improvements;
 - General construction activities including but not limited to electrical, plumbing, and rough and finish carpentry areas;
 - Materials inventory and correct applications sufficient to independently perform an inventory count;
 - Funding directives sufficient to supervise and perform all field assignment and audits as they pertain to special projects;
 - Tools and materials used for general construction; and,
 - Microsoft Office Suite, including but not limited to Microsoft Word, Excel, and Outlook components.
- ❖ Skill in the following:
- Operating hand and power equipment to effectively perform advanced work in electrical, plumbing, and rough and finish carpentry tasks; and,
 - Using a keyboard and personal computer.
- ❖ Ability to perform the following:
- Determine quality and quantity of goods needed for a job in relation to prescribed specifications;
 - Maintain performance standards and financial limitations for multiple funding source contracts and regulations;
 - Soundly interpret and apply program regulations and procedures;
 - Communicate effectively in writing and speaking; ability to communicate effectively with individuals and large groups;
 - Prioritize and manage multiple and sometimes conflicting assignments;
 - Assess and make field decisions regarding the appropriate action(s) to take with respect to construction and customer issues;
 - Evaluate work of subordinates and to provide technical assistance and guidance;
 - Negotiate for service and monitor service delivery to assure performance standards are met;
 - Utilize word-processing, database, and building design computer software;
 - Identify and meet goals, objectives, outcomes, and timelines within broad parameters and to work independently of direct supervision;
 - Take initiative and to exercise independent judgment;
 - Be creative, resourceful, and flexible;
 - Demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious, and linguistic identities or backgrounds;
 - Establish effective collaborative partnerships with people from varied social, economic, and educational backgrounds;
 - Establish and maintain effective working relationships with staff, administrators, partnering agencies, elected officials, government agencies, businesses, customers, and the general public;
 - Project a positive image;
 - Prepare and maintain written records and reports;

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- Organize, prioritize, and establish schedules to accomplish program goals and evaluate the delivery of service and program objectives;
- Interpret written and oral information; and,
- Maintain confidentiality at all times.