

Position Title:	Capital Improvements Coordinator	Department:	Modernization
Reports to:	Director of Modernization	Approved By:	Sharon Cowan
FLSA Status:	Exempt	Approved Date:	5/24/22

Summary

The primary purpose of this position is to provide support and project coordination for Brookline Housing Authority's (BHA) Capital Improvement projects. The position will coordinate full-cycle construction project planning, ensuring that Capital Improvement projects are completed efficiently and in compliance with local, state, and federal laws and applicable program rules and regulations.

All activities must support the Brookline Housing Authority ("BHA" or "Authority") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned as needed.

- Coordinates the implementation of plans for capital improvements in BHA housing that are consistent with BHA goals and objectives.
- Assists in the procurement of architects, engineers, and contractors pursuant to state and federal procurement laws/guidelines (MGL Chapters 30B and 149 and 2 CFR Part 200) and ethical procedures in accordance with Conflict of Interest laws.
- Develops RFPs for architecture and engineering services; assembles technical specifications and contract documents for solicitation of contractors to perform a variety of development and construction activities.
- Reviews and approves plans and specifications prior to bidding; manages the bidding process; arranges pre-bid site visits in conjunction with architects/engineers.
- Coordinates and establishes project schedules and monitors projects in progress, ensuring that project objectives are being met and that contractors' work products are consistent with contract terms, taking appropriate and prompt action in the event of deficiencies; reviews change orders to ensure accuracy and appropriateness of requests.
- Maintains tracking, reporting, and record keeping systems to ensure that all jobs are monitored and documented in accordance with sound business practices, BHA internal policies, and public regulatory requirements.
- Ensures contractors are compliant with contract requirements; meets with contractors to resolve issues and problems; reads and interprets confidential contractor information; conducts contractor wage interviews.
- Prepares correspondence including technical and status reports to contractors, architects, and management to keep stakeholders informed of the progress of projects.
- Communicates with residents, architects, contractors, engineers, other BHA staff, and external agencies regarding all renovation projects
- Manages and updates DHCD's web-based capital planning system for BHA's CIP.
- Assists and coordinates resident relocation during construction, if necessary.
- Coordinates and attends resident meetings as required.
- Attends weekly job site meetings as required.

- Writes and delivers resident notices for capital improvement projects
- Attends meetings and coordinates project phases with Modernization, Maintenance, and Real Estate/Redevelopment staff.
- Maintains up-to-date knowledge of architectural, building, construction, and real estate development techniques and practices, as well as applicable federal, state, and local regulations regarding building, construction, and real estate development projects. Attends training courses as required.
- Creates memoranda to the Board regarding the status of assigned projects as needed
- Performs other duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that our customers have been heard.

Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

Teamwork: Actively participates and collaborates across boundaries and works toward the achievement of common goals. Employee is adaptable and open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Education and/or Experience

Bachelor's Degree in engineering, architecture, or related field and a minimum of four (4) years of experience in construction or project management. Experience with state and federal public housing and/or affordable housing preferred. An equivalent combination of education and experience may be considered. Possession of a valid Massachusetts driver's license and insurability under the Authority's plan is preferred.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

Brookline Housing Authority

Position Description

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position may work on Authority properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud and the environment may be more hazardous than a standard office environment. This position may be required to work with contractors as well as Authority residents.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]

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