



## Job Description

### Construction Manager

**About First Community Housing:** First Community Housing (FCH) is an award-winning California 501(c)(3) Non-Profit Housing Development Corporation located in San Jose, California. Since 1986, FCH has created housing for low-income residents in 21 affordable rental housing developments (over 1600 units) throughout the San Francisco Bay Area. FCH has been a pioneer of the integrated design-build process, leading to innovative design and sustainability. Low-income populations we serve include families, seniors, individuals, and those who are formerly homeless, developmentally disabled, and clients of mental health services.

**Position Description:** Position responsibilities include assisting in oversight of design and construction activities on new construction projects and existing properties. Provide technical and project management assistance for new construction and O&M to operate properties and expand sustainable practices inside and outside of FCH. Support O&M as consultant, owners rep or construction manager.

#### **Position Responsibilities:**

##### *Construction Management: Provided for new construction, rehab, capital projects*

- Coordinate record keeping for all on-site activity from initial testing reports to final. Creation of log tracking site activity of owner's consultants with a line for notes.
- Manage the collaborative process with contractor, architect, project manager, director of development and director of asset management throughout integrated design process (IDP) and construction process, including FCH staff assigned to FF&E. When attending these meetings take notes relevant to the scope of work and the work of the dept. Make decisions appropriate to the level of authority and bring other matters to staff.
- Record the integration of Sustainability goals into Plans & Specs. Ongoing plan and spec review and consultation in design, particularly regarding systems and finishes.
- Assist in selecting and engaging the owner's consultants. Assist in defining scopes of work. Review contracts and assist in negotiations as necessary.
- Coordinate arrangements for utilities with asset management staff and GC.
- Assist in collaborative process with development project manager, direct the activities of all consultants to the owner in design, construction, and post occupancy. Manage the construction process and direct the contractors regarding Owner's prerogative and scope of work as the project unfolds and actual costs become known. Construction Management, including RFIs, submittals, Change Orders, Site progress, scope change discussions.
- Budgeting: Bring Construction Management contract expertise to budget related areas of the contracts. Make recommendations including VE as required. Review Change Order requests with PM for approval by Executive Director. As projects move through phases, the contract phase includes time to review terms and make recommendations. Then during construction, to review RFIs, submittals and Draw Requests.
- Permit Process – Assist as PM needs to help plans move through process. Assist Project Management as needed to on specific projects while maintaining a close, ongoing relationship with plan check and inspection.



- Closeout and Operations start up with Operations and Maintenance. Oversee construction closeout and training of site maintenance and operations staff. Assists Asset Management staff in developing video specific to the sites for staff and tenants and specialty videos.
- During closeout, perform review of FCH OPR template, Basis of Design template to actively keep updated as living documents. Compile a list of lessons learned to incorporate feedback into design cycle.
- Develop and vet vendors for work on projects and properties.

#### Operations & Maintenance:

- Provide Construction Management services as assigned for larger scale capital projects.
- Provide consulting and advisory services for issues, problems and opportunities as they arise. For problems, help AM to keep cash outlays as low as possible while making correct fix.
- Participate in collaborative process to develop, roll out and evaluate Sustainability, Health, O&M, Utility Surveys.
- Grants and studies, Community Development. Work on tasks specific to target grant opportunities that are developed by FCH staff.

#### Sustainability:

- Assist staff to incorporate sustainability into projects and operations. Work with staff to understand all aspects and opportunities of sustainability and look at sustainability from several perspectives.
- Work on tasks as assigned in FCH sustainability initiatives, including LEED program to continuously evolve our long-term sustainability vision, mission and operating principles, and take the lead on strategies to support them.
- Collaborate with the company's internal groups to maintain our coordinated sustainability plan.
- Assist in the compilation of data for the interface with government agencies and departments, domestic and international, relating to the company's responses to questions or statements of position on sustainability related matters in direct collaboration with ED. Collaborate closely internally to ensure appropriate responses and communications.
- Measure and monitor progress using existing and new methods against sustainability strategies, objectives and performance targets. Help coordinate all these studies into cohesive information that is used to help plan and operate.
- Help identify and prioritize areas for sustainability efforts and strategies for proactively addressing relevant sustainability issues. Participation in organizations such as USGBC or others on work that can benefit FCH and move the needle for the marketplace. Areas of focus are building systems – Passive House, WELL Building, LEED as well as healthy materials/procurement. Maintain our Green Public profile along with other staff.
- Take training to remain informed about new and enhanced building systems, etc.
- Other duties as assigned

**Reports to:** Director of Housing Development

#### **Desired Skills:**

- LEED Certification
- Architectural, Construction, Construction Management experience



- Technical Construction Background.
- Experience working on teams and in systems
- Must be able to travel, for training and research, and visit job sites for inspection; climb ladders, scaffolding, etc.
- Must possess a valid California Driver's License and have a reliable vehicle that can be used for travel to and from project sites and other locations. Travel will be reimbursed at government rates.

**Compensation and Benefits:**

- Highly competitive benefit package (health, dental, vision, 401(k), FSA, generous paid holidays and time off);
- Compensation will be commensurate with experience.

**To apply please send a cover letter and resume to [ReginaCW@firsthousing.org](mailto:ReginaCW@firsthousing.org)**

*First Community Housing is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation. FCH is committed to diversity, equity, and inclusion and our goal is to have a workforce that is representative of the communities that we serve.*