



BRUNSWICK HOUSING AUTHORITY

1126 Albany St. ■ Brunswick, GA 31520

www.brunswickpha.org ■ (912) 265-1334 Phone ■ (912) 265-1280 Fax

Job Description

Title: Director of Technical Services

Reports To: Executive Director

Department/Division: Technical Services

FLSA Status: Exempt

Employment Status: Full-Time

Date:

Position Summary

Responsible for developing and monitoring all Capital Funds Program modernization and new development activities in the interest of the Agency. Responsible for contract and project management and ensures compliance with contract documents and specifications. These tasks are to be performed at a level that supports the Agency's efforts to achieve the highest rating on HUD's evaluation systems. Other duties include maintaining a filing system and assisting with special projects. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

Responsibilities

Undertakes and performs the following and other work-related duties as assigned.

1. Assists the Executive Director in the oversight of short term and long-range planning for demolition, physical improvements, new/existing modernization and development and other economic development projects.
2. Oversees the maintenance of accurate project files, the application of the Davis-Bacon Wage Rate regulations and other relevant wage requirements, and the preparation of project-related budgets, while ensuring compliance with federal, state, and local residential building requirements.
3. Performs research to identify resources and collects required data for the application of funds. Administers the Capital Fund Program (CFP).
4. Oversees financial reporting for each funding source, ensuring timely generation and distribution of annual reports.
5. Identifies scope of work and prepares detailed cost estimates, cost evaluations, project options, and maintains cost database. Monitors contract-funding analysis and expenditures with reference to the adopted Agency budget and prepares quality assurance plan.
6. Develops the Request for Proposal and Qualifications (RFP/Q) stipulating Scope of Work, Requirements, and Evaluation Criteria for architects and/or engineering firms (re: construction, mechanical, electrical, security, and life safety systems, etc.) and serves on interview committees for consultant evaluations, ranking, and selection.
7. Conducts pre-bid, bid openings, and pre-construction meetings. Prepares bid analysis and contract award recommendations. Prepares contract for firms to whom contract is awarded in accordance with Agency procurement procedures.
8. Ensures that all bid/quote documents include current information and requirements for Minority Business Enterprise (MBE) and Section 3 as needed.
9. Works with architects, engineers, and consultants during the preparation of assessment reports, schematic designs, design development, and construction bidding documents to ensure achievement of Agency project objectives and



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document accuracy and completeness. Reviews reports, studies, and bid documents to ensure conformity to Agency criteria and HUD requirements as appropriate.

10. Oversees architects/engineers/consultants and capital improvement staff for compliance with contract requirements. Responsible for monitoring work performed, quality assurance, quality control, project tracking, and notification of contractors in writing of construction deficiencies. Negotiates claims and disputes.
11. Procures all capital funds projects in the 5-year Action Plan.
12. Procures all maintenance contracts (i.e. Lawn service, Pest Control, Vacant Turn-Around, tree service etc.).
13. Reviews and approves pay requests, invoices, and change orders.
14. Tracks and controls construction schedules and associated costs to achieve completion of the projects within time and monies allocated.
15. Responsible for the preparation, presentation, implementation, and follow up of the improvement and upgrade activities necessary for keeping Agency properties/inventory physical integrity viable at all times.
16. Conducts site visits to all communities to ascertain conditions of physical structures and to detect deficiencies and troubleshoot solutions.
17. Coordinates and communicates Agency goals regarding MBE and Section 3 programs. Develops and maintains MBE and Section 3 database.
18. May work with IT Department to post appropriate updates and maintenance of Agency's annual construction and procurement plan.
19. Responsible for update of departmental operating procedures in construction management and contract administration.
20. Qualifies and establishes a network of reliable general and sub-contractors. May conduct procurement fairs, introducing and facilitating communications among general contractors and other business concerns, and presenting Agency annual construction and procurement needs, Agency goals, objectives, and procedures.
21. Routinely and comprehensively informs the Executive Director of operations, business, and finance issues and problems facing the project. Prepares full, accurate, timely, and comprehensive reports on subjects requested by the Executive Director as required.
22. Ensures ongoing compliance with the licensing, Agency agreements, permit conditions, contracts with third parties, local, state, and federal laws and/or codes governing the project.
23. Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.
24. Undertakes and performs other work-related duties and special projects as assigned by the Executive Director, including research, evaluation, analysis reporting, recommendation, problem resolution, internal and external communications, etc.



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Education and Experience

A Bachelor's degree in Engineering, Architecture, Building Construction, Building Construction Management, or closely related field from an accredited college or university and five (5) years of progressively responsible construction management experience (multi-story education and experience preferred) with proven ability to manage major development/capital improvement projects. A combination of experience and formal education may fulfill this requirement.

Knowledge and Skills

1. Thorough knowledge of construction principles, methods procedures, and materials.
2. Thorough knowledge of specification writing, bidding procedures, cost of labor and materials for construction.
3. Thorough knowledge of applicable Housing Agency operating policies, procedures, HUD regulations, and federal, state, and local housing construction, modernization, and rehabilitation ordinances.
4. Ability to prepare and analyze appropriate cost estimates for construction budgets.
5. Thorough knowledge of purchasing regulations as they relate to HUD, state law, and the Agency's procurement policies.
6. Working knowledge of EEO, ADA, and Section 3 requirements.
7. Ability to detect defects and faults in construction and to assess compliance with established standards.
8. Ability to read and interpret blueprints/shop drawings.
9. Ability to interpret regulations and standards, grants, and contracts; for compliance with relevant requirements and Agency standards.
10. Thorough knowledge of the relationship of the Agency to other federal, state, and local jurisdictions and their abilities to provide funds or other support to the Agency.
11. Must be able to establish and maintain effective working relationships with subordinates, co-workers, and persons outside the Agency.
12. Ability to plan, direct, and supervise the work of others, to delegate responsibility and authority, and to hold subordinates accountable for tasks assigned.
13. Ability to present information in a clear, organized, and convincing manner.
14. Ability to accurately and completely document in writing appropriate events and activities.
15. Ability to read and comprehend complex material.
16. Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.
17. Ability to operate appropriate Agency computer equipment and software packages.

Supervision Controls

The employee receives instructions from the Executive Director. Courses of action, deadlines and priorities are established by policy, procedure, rules or regulations, depending upon the assignment. Routine duties are initiated by the employee without direct supervision.

The employee provides guidance to subordinates, setting priorities and deadlines. Such guidance is usually broad and nonspecific unless an unusual situation or problem arises. The employee monitors the work of subordinates for accuracy, completeness, conformance to policy, and achievement of goals or objectives.

Guidelines

Guidelines followed by the Director of Technical Services include established policies and procedures, handbooks, traditional practices, published laws, regulations, and ordinances, and guidelines per HUD and the Department of Community Affairs.

Complexity

The Director of Technical Services performs a wide variety of tasks in the overall performance of essential job functions. The employee must successfully work with architects, engineers, and contractors to meet deadlines during design and implementation stages, while staying within budget and ensuring design and technical specifications are met, quality product



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results, and compliance with applicable codes/regulations, the employee must coordinate costs, timing, funding availability, contracting requirements, and working relationships throughout the overall project/process. Professional judgment and thorough knowledge of all aspects of construction, modernization, and rehabilitation issues is required to successfully achieve Agency objectives.

Scope and Effect

The employee's work primarily impacts (1) implementation of applicable plans and new development goals and those who assist in these areas such as architects and contractors, and (2) the Agency's residents and non-residents. Successful accomplishment of duties will result in timely completion of projects and provide better and more housing for low-income families in the community.

Personal Contacts

The Director of Technical Services has contact with a broad range of individuals including: coworkers, business firms, attorneys, architects, engineers, consultants, contractors, residents, public officials, and the general public. Personal contacts serve multiple purposes including: giving or gaining information, planning, coordinating, and advising motivating, influencing, directing persons or groups, and justifying, defending, negotiating, and making decisions. In some instances, contacts may express differences of opinion and the employee is called upon to gain cooperation through discussion and persuasion.

Physical Requirements

1. Work is performed both in-office and on-site and involves physical exertion common to the construction, rehabilitation, and maintenance industries, such as periods of standing and walking on rough terrain.
2. Work sometimes involves moderate risks and discomfort common to architects, engineers, and contractors; and may require occasional use of personal protective equipment.
3. Must be able to sit and/or stand for up to eight hours at a time while performing work duties.
4. Must be able to bend, stoop, push, and pull in the performance of office-related duties.
5. Must be able to use fingers bilaterally and unilaterally to operate job-related equipment.
6. Must have vision and hearing corrected as needed to be able to perform essential job functions.
7. Must maintain punctuality and attendance as scheduled.
8. An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

Work Environment

The employee works indoors and outdoors and is exposed to weather extremes. The employee may occasionally be subjected to electrical shock hazards, dangerous heights, dangerous chemicals, fumes, dusts, gases, and skin irritants. The employee may be required to use hard hats, goggles, gloves, masks, lumbar support belts, safety boots, and other personal protective equipment.

Other Requirements

1. Must possess a State of Georgia driver's license and maintain a good driving record.
2. May be required to work an unusual work schedule.
3. Must work with the highest degree of confidentiality.
4. Must be available for occasional overnight travel for training.
5. Must pass employment drug screening & criminal background check.
6. Ability to be covered under the Agency's vehicle insurance policy and fidelity bond.

The Brunswick Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right



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to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Brunswick Housing Authority is on an “at-will” basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE