



Founded 1973

Old bricks

Faith in people

Preserving community

Clinton Housing Development Company

ASSOCIATE PROJECT MANAGER

NATURE OF WORK

The Associate Project Manager facilitates small and medium scale construction projects throughout CHDC's entire portfolio of buildings. This work includes managing jobs by outside contractors at multiple locations, coordinating in-house maintenance staff work and providing administrative support to the Director of Maintenance.

RESPONSIBILITIES

- Assist in identifying need and priority of projects including repairs, renovations and build-outs.
- Engage and coordinate architects, engineers and expeditors to design, file and close projects.
- Engage and coordinate contractors.
- Prepare project scopes.
- Bid out projects.
- Assist in materials procurement for internal construction projects.
- Track projects and maintain records for current and upcoming projects.
- Coordinate work between Housing Management, Maintenance and outside contractors.
- Produce monthly departmental reports.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in a related field or a minimum of 2 years related work experience required.
- Experience with housing maintenance and construction preferred.

Knowledge, Abilities, and Skills

- Must be self starter with drive to take projects to completion.
- Must have excellent organization and communication skills with the ability to manage several projects at once.
- Familiarity with building systems and construction methods.
- Must be comfortable working in the field with contractors as well as in an office setting.
- Must be able to work independently.
- Computer literacy required including MS Word, Excel and Outlook.

REPORTS TO

Director of Maintenance

MANAGES

None

SALARY RANGE

\$40,000 to \$45,000

Application: Send all resumes and coverletters to applications@clintonhousing.org

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