



## Job Description

**Job Title:** Assistant Manager (Projects)  
**Job Status:** Regular Full Time, Non-Exempt  
**Reports To:** Construction Manager

### POSITION SUMMARY:

Under the direction of the Construction (CM) and Maintenance Managers (MM), the Assistant Manager will support both managers in planning, budgeting, scheduling, contracting, materials, manpower, and completion of new construction, rehabilitation, and maintenance projects of the housing authority and will supervise and guide office and field staff.

### RESPONSIBILITIES & EXPECTATIONS:

1. Working with the President/CEO, Construction Manager, and Maintenance Manager, the Assistant Manager will organize facility and project priorities and assist in managing all facility-related projects from the conceptual to the completion phase.
2. With the CM and MM, assist in developing and monitoring plans for the usage, upgrade and maintenance of all BSRHA facilities and projects and prepare budget estimates for any changes, including energy efficiency, replacement, and renovation. Recommend using a scope, schedule, and budget to control the work.
3. Coordinate with Management to manage the operation of BSRHA units, including, but not limited to, upkeep, safety, and grounds maintenance and all projects.
4. Supervise and provide direction to facilities and office staff.
5. Assist in developing and maintaining a preventative maintenance schedule and records system of all BSRHA facilities.
6. Frequent travel throughout the Bering Straits region is required.
7. Coordinate travel and provide planning/logistics/support services.
8. Maintain reports and records required by HUD and/or the BSRHA relevant to development/maintenance projects and activities.
9. Process and prepare check requests for approval upon receipt of invoicing.
10. Assist with developing the programming plans, including the number of units, by projects to be developed, maintained, and scheduled per month, and planned funding obligations. Assist in handling bid openings as required.
11. Assist with leading the preparation of mechanical and construction drawings, designs, contract documents, bid documents, technical specifications, cost analyses and estimates. Review bids received for conformance with plans and specifications with appropriate staff. Inspect construction and mechanical work in progress to ensure compliance with plans, specifications and local, state, and federal codes.
12. Participate in developing near-term and long-term strategies for project delivery, procurement, and manpower.
13. With the management team, explore funding options and develop grant applications to address BSRHA facility priorities. Assist with managing the budget before, during, and after the award.
14. With the management team, review and maintain an inventory, depreciation list, and replacement schedules for capital assets related to BSRHA facilities.
15. Ensure a safe work environment for all staff. Bring unsafe conditions to the management team's attention and develop a plan to address facility/maintenance safety issues.
16. Become familiar with specific program facility compliance requirements and keep facilities in compliance with performance standards, licensing requirements, and state and local inspection requirements.

17. Assist with developing and overseeing outside contact and consultant work related to facility maintenance and projects. Assist in ensuring contract work is completed to BSRHA's satisfaction. Process payment following BSRHA accounting procedures.
18. Serve as a liaison between staff, administration, contractors, and the general public resolving maintenance, contractual and general operational issues. This may require reporting after hours as needed.
19. With the management team, oversee a corporate vehicle maintenance and disposal program.
20. Other duties as assigned by the Administration and Management Team.

### **QUALIFICATIONS:**

1. Strong interpersonal and communication skills and the ability to work effectively with various constituencies in a diverse community.
2. Skill in budget preparation, effectively tracking expenditures and fiscal matters, and effectively managing time, schedules and priorities.
3. Program planning and implementation skills.
4. Skill in organizing resources and establishing priorities and strategic planning as well as program management and administrative skills.
5. Ability to cross-train employees, and serve as lead (organizing, prioritizing, and scheduling work assignments for coworkers).
6. Ability to foster a cooperative work environment.
7. Developing knowledge of general accounting principles, and motivation to learn.
8. Ability to learn building maintenance and/or construction, remodeling or renovation involving boilers, water heaters, air handling systems, HVAC systems, fire and sprinkler systems, plumbing, electrical systems, and coding knowledge is preferred.
9. Knowledge of federal and state guidelines for commercial construction, OSHA and other safety specifications, and project management processes and procedures.
10. Able to stand and walk less than half the workday in a construction environment with required proper precautions.
11. Must be physically able to bend, stoop, reach, climb, use hands, and be willing to work in hazardous and cramped areas at times with proper precautions.
12. Must be dependable, self-motivated, self-directed, and able to work with minimal supervision.
13. Must have organizational skills to maintain daily workflow and project deadlines.\
14. Must have strong oral and written communication skills and the ability to interface with the public, clients, team members, and management.
15. Must have strong computer skills, including word processing and spreadsheets are preferred.
16. Valid Alaska Drivers' license with a clean driving record.
17. Knowledge of the Bering Straits Region and its people is preferred.
18. Willing to travel and must be willing and able to pass a drug test.

### **PHYSICAL REQUIREMENTS:**

This position is partially sedentary, with personal computer activity and standard office equipment. The employee will be required to sit, stand, bend, walk, climb stairs, kneel, and drive to perform this job's essential functions successfully.

### **WORKING CONDITIONS:**

This position functions in an office and field environment, with some travel required outside or within the regional sites served by BSRHA. This job description is designed to indicate the general nature and level of work performed by an employee within this job category. It is designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required for an employee assigned to this job. BSRHA reserves the right to revise this Job Description at any time and as often as necessary.

BSRHA is an Equal Opportunity Employer. Preference in selecting qualified candidates will be provided to Alaska Native/American Indians per applicable law.