



JOB DESCRIPTION

POSITION TITLE:

Project Manager

REPORTS TO:

Director of Asset Management

LOCATION OF POSITION:

CHS main offices
100 23rd AVE South
Seattle, WA 98101

HOURS:

Full-time: 37.5 hours/week

GRADE:

POSITION DESCRIPTION:

Catholic Housing Services (CHS) is a private non-profit owner, manager, and developer of affordable housing. CHS currently has over 2,600 multifamily permanent housing units and 33 commercial units in 52 facilities across Western Washington.

The Facilities Project Manager supports CHS strategic and operational objectives by ensuring the timely execution of projects managed by the Facilities Department. This position plays a lead role in identifying, organizing and implementing capital projects that require a project manager's oversight in the development, acquisition and maintenance of our affordable housing projects and commercial buildings. As a member of the facilities team, this position will assist in monitoring the effectiveness of routine, preventative, and/or emergency repairs, and that maintenance functions are conducted in a consistent, high quality, efficient and cost-conscious manner. These responsibilities will be carried out at all properties throughout the entire CHS portfolio, from Bellingham to Woodland, Washington.

Applicants must have a strong understanding of construction documents, reading/understanding blue prints, RFI's etc. Applicants must have strong layout skills, knowledge of both structural concrete and steel, wood framing, and other construction disciplines required to complete a project.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Coordinate and oversee Capital Projects.
2. Develop, revise and update Scopes of Work related to capital projects.
3. Solicits bids and negotiates pricing terms for facility maintenance (preventative maintenance contracts, HVAC, plumbing, elevators, security systems or other critical systems related to the health of the property).
4. Ensure all safety and health rules, standards and procedures are observed; conduct regular self-inspections of work areas and practices to eliminate potential hazardous conditions; report issues to the property manager and Regional;
5. Organizes maintenance personnel and contractors to complete building repairs and renovations in conjunction with Facilities Team and Property Management.
6. Maintain clear communication with all parties involved with the projects being managed and/or developed.
7. Evaluate needs for contracted maintenance and preventative maintenance services , direct the preparation and obtaining of competitive bids / request for proposals, and assist in the selection of contractors.
8. Review design and product options for all new construction and major rehab projects.
9. Perform property inspections, conduct walk through and punch list on new builds.
10. Negotiates and coordinates preventative maintenance and capital projects contracts, ensuring the best value is obtained in accordance with established policies and procedures.
11. Building and maintain long-term relationships with vendors.
12. Review existing and proposed 3rd party maintenance agreements to determine if they are in the best interest of CHS and the property as requested.
13. Other duties as assigned.

Facilities Management (shared responsibility as a team member)

1. Collaborates with PM team to ensure goals, objectives and standards of maintenance team are being fulfilled for critical building systems.
2. Serve as technical resource in skilled areas such as construction, maintenance, repair and general upkeep of facilities and equipment. understand the functions of the fire control, steam, water, pump and generator systems.
3. Implement and administer a preventive maintenance program and operations; including routine maintenance, major equipment care, grounds schedule, Pest control schedules replacement schedules and supply inventory.
4. In partnership with property management staff, coordinate, facilitate and triage emergency services or repairs and/or make recommendations for services or repairs to be completed by third party vendors when equipment or expertise within CHS is not sufficient;
5. Evaluate needs for contracted maintenance services, direct the preparation and obtaining of competitive bids / request for proposals, and assist in the selection of contractors.

6. As a member of the Facilities team, respond to emergencies in the building, and be on-call after hours/weekends for emergency maintenance needs that cannot be addressed by on-site staff.
7. Frequent travel to sites to assess effectiveness and compliance to Facilities policy and standards.

JOB CONDITIONS

This position requires the employee to work in an environment where there may be exposure to blood, bodily fluids, and other potentially infectious material. Other exposures could include cleaning supplies, chemicals involved in pest control, paint and other materials used in building maintenance, building temperature fluctuations, dust, noise, and odors.

PHYSICAL AND MENTAL ACUITY DEMANDS:

The requirements 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.

1. Ability to understand custodial and maintenance manuals and apply the concepts.
2. Ability to assess maintenance emergencies and make judgments about appropriate immediate and longer-term responses.
3. Ability to observe safety rules.
4. Ability to climb ladders and work in high places.
5. Ability to walk, kneel, climb, stand, crouch, stoop, reach, push, pull and other related activities associated with maintenance work.
6. Ability to lift loads not normally exceeding 50 pounds.
7. Ability to occasionally lift up to 100 pounds together with a team member.
8. Ability to handwrite legibly.
9. Ability to prioritize multiple tasks, and to plan, schedule and follow-through on projects.
10. Ability to work independently and as a team member.
11. Manual dexterity to handle tools, make small adjustments, etc.
12. Regular standing, walking, sitting, using hands to finger, handle, or feel objects, tools or controls; reaching with hands and arms; climbing stairs; balancing; stooping, kneeling, crouching or crawling; talking or hearing; occasionally lifting and/or moving up to 50 pounds;
13. Able to move about and function effectively in areas likely to contain obstacles and other potential hazards likely to impede normal freedom of movement;
14. Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus;
15. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time;
16. The noise level in the work environment varies from moderate to loud.

MINIMUM QUALIFICATIONS: (Applicants must have these qualifications to be considered for the job)

1. Candidate must show good communication, team builder and effective leadership skills.
2. Use of personal vehicle and ability to drive long distances, proof of insurance.
3. Three years experience in facility operations, construction lead, or management of maintenance staff in large buildings.
4. Must have knowledge of carpentry, vinyl installation, carpet installation and repair, basic electrical skills, roofing and painting, drywall installation and repair, basic knowledge and experience with plumbing, electrical and lock systems.
5. Working knowledge of the tools, materials, methods, practices and of the occupational hazards and safety precautions involved in the installation, repair and maintenance of buildings, building systems and grounds;
6. Ability to read and understand blueprints, specification sheets and materials associated with building construction, renovation or maintenance;
7. Experience working independently, prioritizing work tasks, and following through with completion of tasks.
8. Ability to communicate effectively in English, delegate authority, and convey directives to non-English speaking staff.
9. Have a high regard and ability to meet schedules and time lines; demonstrate excellent ability to work independently with little direction;
10. Ability to engage a wide variety of people with a high level of professionalism, courtesy and good humor, including culturally, socially and economically diverse populations, seniors, persons with disabilities, contractors, and professional colleagues;
11. Possess a high degree of proficiency in Microsoft Office products, including Word and Outlook and otherwise to be effective without close clerical support;
12. Strong customer service style with excellent listening skills and can-do attitude.
13. Proficiency in computers and ability to learn management software.
14. Ability to work within the mission and goals of Catholic Community Services and Catholic Housing Services.

SUBSTITUTE QUALIFICATIONS: (Qualifications that may be substituted for the required item indicated.)

May be substituted for one year of maintenance experience:

- Certificate of completion from a technical college in plumbing and electrical systems.
- Certificate of completion from a technical college in general building maintenance.
- BS in Facilities Management or equivalent may be substituted for 2 years' experience.

PREFERRED QUALIFICATIONS: (Qualifications that would be a bonus in addition to required qualifications.)

1. Experience performing maintenance tasks in high rise building.
2. Experience working with diverse populations in residential setting.

3. Experience with state and local building codes and ordinances, inspection techniques and contract monitoring,
4. Knowledge of occupational safety precautions, hazards and OSHA requirements pertaining to maintenance/construction operations;
5. Considerable knowledge of public housing standards and housing quality standards inspection;
6. Successful management of several large projects, including budget development and oversight.