



The Virgin Islands Housing Finance Authority is seeking qualified applicants  
for the following CDBG-DR Grant Funded position:

## **SENIOR MANAGER OF CONSTRUCTION OPERATIONS**

The Senior Manager of Construction Operations coordinates the construction initiatives under the Community Development Block Grant - Disaster Recovery (CDBG-DR) program. Responsible for coordinating activities of housing reconstruction and rehabilitation for single family, multi-family, public and affordable homes as well as public buildings and infrastructure and other disaster related construction projects. The Senior Manager of Construction Operations must have demonstrated skills in negotiating, coordinating, and directing work of contractors, and in developing strong working relationships with general contractor personnel, subcontractors, inspectors, and other related parties. This is a Territorial position.

### **ESSENTIAL FUNCTIONS:**

- ⇒ Responsible for the overall direction of the CDBG-DR Construction Managers unit Territory-wide; provides day to day supervision of staff and delegates work assignments.
- ⇒ Consults with others to determine functional and spatial requirements of new structure or renovation, and prepares information regarding design, specifications, materials, equipment, estimated costs and construction schedules.
- ⇒ Plans layout of projects and integrate engineering elements into unified designs.
- ⇒ Be able to review and interpret scale drawings and contract documents for building contractors.
- ⇒ Represents the Authority in obtaining bids and awarding construction contracts.
- ⇒ Administers construction contracts and conducts periodic on-site observation of work during construction to monitor compliance with plans and specifications.
- ⇒ Direct activities of workers engaged in preparing drawings and specification documents.
- ⇒ Plans, oversees, and directs activities of field staff engaged in construction management.
- ⇒ Initiate and implement best practices, procedures, and standards in compliance with local and federal laws.
- ⇒ Study, evaluate and identify all tasks and risks from bidding to project undertaking, implementation and up to the final completion of the project.
- ⇒ Lead, direct and support Construction Managers in planning and preparing construction schedules and milestones, and monitoring progress against established schedules.
- ⇒ Performs other related duties and responsibilities as assigned.

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- ⇒ **Education:** Minimum Bachelor's degree in a field related to residential construction/project management is preferred.
- ⇒ **Experience:** 4-10 years of work-related experience in residential construction/project management, planning and development; Equivalent combination of education and experience
- ⇒ **Knowledge, Skills & Abilities:** Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents; Ability to respond to common inquiries or complaints from customers, regulatory agencies and members of the business community; Ability to define problems, collect data, establish facts and draw valid conclusions; Ability to effectively present information to top management, and/or board of directors; Knowledge of a variety of trade and craft processes sufficiently broad to recognize acceptable construction practice; Ability to develop and maintain program construction standards; Ability to manage construction operations within the local and federal regulatory requirements, including local building code and federal funding programs such as CDBG-DR; Knowledge of general construction; documentation, practices, and procedures, such as: construction contracts, building inspections, progress payments, change orders, etc.; Ability to read architectural and engineering drawings and specifications and to interpret them for construction control purposes; Ability to prepare construction inspection reports and construction estimates; Ability to establish and maintain effective working relationships with everyone involved in the Disaster Recovery program; Ability to write reports, business correspondence and procedure manuals; Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions; Demonstrates the ability to multi-task, work collaboratively in a team-oriented environment and problem solve. Computer literate to include Microsoft Suite (Word, Excel, PowerPoint, and Outlook). Excellent oral and written communication skills; Ability to be flexible and work under pressure; Ability to work harmoniously with other agency personnel, Ability to maintain confidentiality in all assignments, Valid Virgin Islands Driver's License. Construction License preferred.

**SALARY:** \$90,000-\$105,000 per annum depending upon qualifications. CDBG-DR grant funded position.

### **APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, and resume/vitae. **During the Safer at Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov).** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov).

**This position will remain open until filled.** Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

*The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer*