

Delray Beach CRA

Job Description Form

Division/Department:

Location: 20 N. Swinton Avenue

Job title: Project/Property Manager

Reports to:

Title: Assistant Director

Level/Grade:

\$58,200 - \$90,000

Type of position:

☒ Full-time

☐ Part-time

☐ Contractor

☐ Intern

Hours 40/week

☒ Exempt

☐ Nonexempt

General Description:

This is professional and technical position involving planning, managing and coordinating a variety of projects and handling all aspects of the agency's property maintenance. Performs day to day communication and coordination between contractor and architect/engineer for completion of construction projects to meet deadlines, monitors budget and established construction standards. Work also involves coordination of the design, construction, and maintenance of residential, commercial, and public use projects from inception to completion. Work is performed exercising considerable initiative and independent judgment in formulating timelines, budgets, and contracts. The position involves extensive contact with the development and business community, City staff and government officials, various other agencies, citizen groups, advisory boards and others.

Duties & Responsibilities:

- Coordinates and/or manages multiple projects simultaneously in various phases of construction, contract administration, quality control, inspection and warranty administration.
- Manages CRA-owned and leased properties.
- Manages project construction and maintenance contracts.
- Manages and coordinates elements of the development review process for CRA projects in conjunction with appropriate City Departments, contractors, boards and other applicable agencies.
- Oversees project construction, reviews and verifies adequacy of pay requests and change orders, prepares project status reports and makes recommendations to supervisors and boards.
- Verifies work is in compliance with contract requirements and applicable regulatory requirements.
- Assist with the procurement of goods and services for new construction and renovations.
- Maintains a database of all CRA owned properties; maintains security of buildings slated for demolition, vacant lots, and parking lots for overall cleanliness and other maintenance issues.
- Prepares reports and recommendations for supervisors and boards.
- Prepares and coordinates bid packages and Requests for Proposals (RFPs).
- Serves as staff liason to inter-governmental officials, advisory boards, development community, and the public to facilitate privately initiated projects in the CRA District.
- Other duties as assigned.

Education, Skills & Experience Requirements:

- Graduation from an accredited college or university with major coursework in Public Administration, Real Estate, Architecture, Engineering, Building Construction, or a comparable combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position may be substituted for the minimum qualifications; and, minimum

three (3) years of progressively responsible experience in public or commercial planning and construction projects, or equivalent combination of related training and experience.

- Governmental experience and certification as a Standard Plans Examiner or Inspector, Property Manager, or licensed general contractor, a plus.
- Familiarity with construction standards, principles and practices associated with building design, and construction project management.
- Ability to read and evaluate architectural and building construction plans.
- Knowledge of the principles of project management; ability to prepare and monitor project schedules.
- Ability to utilize computer software applications including word processing and spreadsheet programs. Experience with graphics, project management and drafting software a plus.
- Knowledge of CCNA, RFP/RFQ, and government procurement policies and procedures for professional services a plus.
- Ability to establish and maintain effective working relationships with consultants, developers, contractors, regulatory agencies, users and the public.
- Ability to interpret, research and apply regulatory material such as Land Development Regulations and building code requirements.
- Ability to communicate effectively both orally and in writing.
- Ability to handle multiple concurrent tasks and responsibilities.
- Knowledge of the principles of real estate and property management a plus.
- Negotiating and problem solving skills.
- Detail-oriented.

Reviewed by:

Title: Executive Director

Approved by:

Title: Executive Director

Date posted:

Date hired:

revised 4-14-16