

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**625 STANWIX STREET, 12<sup>TH</sup> FLOOR, PITTSBURGH, PA 15222**

**Positions Available: CONSTRUCTION MANAGER**

**Definition:** This full-time, 35 hour/week position will be responsible for construction and coordination of all development inspection functions. This position reports to the Director of Development.

This position involves the following: The management of modernization and rehabilitation construction programs, and Construction inspection to include verification of conformance by contractors to contract drawings and specifications, building codes, and acceptable construction practices.

**Overview of the Essential Job Duties:**

1. Full-time construction inspection and report of project status, and progress.
2. Preparation of daily construction reports detailing conditions of work progress, and manpower.
3. Monitoring of conformance by contractors to proper wage rates and minority business involvement.
4. Reports to the Director of Development the general status and progress of all construction contracts on a regular basis.
5. Advise Director of Development and staff of specific contract problems and contract/ schedule deviations.
6. Maintain on-site files for contract drawings and specifications, shop drawings, guarantees, warranties, job meeting minutes, and all related documentation.
7. Performs other related duties as required.

**Knowledge and Abilities:**

- Demonstrated experience in construction management and thorough understanding of construction practices and procedures.
- Knowledge of building codes and regulations.
- Knowledge of multi-family housing renovation and Federal and State regulations concerning public housing modernization programs.

**Experience & Training:** Professional Associate degree in architecture, engineering, or construction management.

**As a condition of employment, candidate must successfully pass a post-offer physical examination, drug screen and background security review, with regular full-time employment being contingent upon successful completion of a probationary period.**

An ACHA employment application must be submitted for consideration. Employment applications may be obtained at the ACHA Central Office or on the web at: <http://www.achsng.com/forms/EmploymentApplicationForm.pdf>.

**MAIL APPLICATIONS WITH RESUMES TO: ALLEGHENY COUNTY HOUSING AUTHORITY, LEGAL/HR DEPT.,  
625 STANWIX STREET, 12<sup>th</sup> FL., PITTSBURGH, PA 15222 or EMAIL to [hr@achsng.com](mailto:hr@achsng.com).  
AN EQUAL OPPORTUNITY EMPLOYER.**