



Title: Capital Projects Manager

Date: June 2018

Reports To: Director of Facilities

Location: Brighton

GENERAL SUMMARY

The Capital Projects Manager (CPM) is responsible for ensuring that the capital needs of each JCHE site are addressed in a timely manner; with proper due diligence; within budgetary constraints; and in collaboration with site Executive Directors and the Director of Facilities, among others. The CPM's work is intended to ensure that all facilities receive the capital project attention needed to ensure that projects undertaken enhance the quality of resident life and provide a safe environment for residents to age in community.

ESSENTIAL JOB FUNCTIONS

- Identifying capital needs through research, building inspections, coordination of studies, and internal meetings in collaboration with the Director of Facilities
- Preparing and implementing an annual capital improvement plan
- Providing planning, design, coordination, technical review of construction documents, and construction management oversight for specific projects in collaboration with architects, engineers, contractors, designers, and consultants, while serving as their primary liaison
- Preparing contracts, purchase orders, bid packages and other applicable project documentation as needed for department files
- Ensuring all processes follow HUD and JCHE guidelines
- Preparing all submittals to HUD for project approvals
- Maintaining approved bidder lists
- Compiling all Fixed Asset requests to HUD and Mass Housing
- Processing all paperwork related to contractor payment
- Reviewing all project plans and specifications
- "Punching" contractor work that has been completed
- Create Facilities file on the share drive with all building plans converted to pdfs, Capital Needs Assessments archive, and building snapshots for use by staff

- Summarize Deferred Maintenance as it relates to capital planning
- To accomplish all of these responsibilities, the CPM will, among other things:
 - Attend all project meetings and run them when necessary or asked to do so
 - Maintain a close working relationship with the Director of Facilities to ensure a smooth transition from construction to operating responsibility

PREPARATION, KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's Degree in Project Management, Construction Management, or Building Technology preferred
- At least 10 years' experience in project management design and construction in an organizational environment (preferably housing) with a working knowledge of MEP systems, building codes, construction sequencing, materials, and methods
- Excellent verbal and written communication ability
- Analytic skills with ability to work independently
- Proficient with Microsoft Office
- Ability to organize and manage multiple complex projects at the same time
- Ability to work collaboratively with employees at all levels within JCHE
- Knowledge of and/or previous experience in interior design preferable

WORKING CONDITIONS/PHYSICAL DEMANDS

- Normal office environment.
- Ability to access varied construction environments for the purpose of inspection and oversight

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis*

Qualified candidates should forward a cover letter and resume by email to hrjobs@jche.org; by fax to (617) 912-8469, or by mail to Human Resources, JCHE, 30 Wallingford Road, Brighton, MA 02135. For further information about JCHE and its Brighton Campus, see our website at www.jche.org. JCHE is an Equal Opportunity Employer.