



Construction Manager-Boston, MA

The Community Builders, Inc. (TCB) is one of the leading nonprofit developers of mixed-income housing in the United States. Our mission is to build and sustain strong communities where people of all incomes can achieve their full potential. We realize our mission by developing, financing and operating high-quality housing and implementing neighborhood self-help initiatives to drive economic opportunity for our residents. Since 1964, we have constructed or preserved more than 320 affordable and mixed-income housing developments and secured more than \$2.5 billion in project financing from public and private sources. Today, we own or manage more than 10,000 apartments in 14 states and Washington, D.C. We are headquartered in Boston with regional hubs in Chicago and Washington. Due to anticipated growth and ongoing needs, we are searching for a Construction Manager to join our team.

Position Description:

The Community Builders, a national non-profit developer of affordable and mixed income housing, is looking for a Construction Manager for multiple projects in Massachusetts and Connecticut. The position will be based in our Boston office at 95 Berkeley Street.

Essential Functions:

Pre-Construction Phase

- Understanding project goals and team goals while identifying major project risks and strategies
- Construction Document review and gap analysis. Review infrastructure, building, and utility plans to ensure consistency and proper coordination among all design professionals
- Prior experience with GMP Contracts. Understand Terms and Conditions and assist TCB with negotiations, including reviews of Clarifications, Add-Alternates, Value Engineering, and Schedules
- Establishing standards for RFIs, Submittals, Pay Applications, Change Orders, Wage Reporting, Section 3 hiring, Buyout allocations, and lender/investor reports
- Supervise contractor during the acquisition of all permits and licenses prior to construction
- Coordinate with adjacent abutters and their tenants, neighborhood associations and Boston Police Department precinct affected by the construction, and, in conjunction with the Development Manager, maintain communication during construction
- Familiarity with HUD and/or MHFA requirements
- Familiarity with Environmental Requirements

Construction Quality Control

- The CM will work with the architect/engineering team to ensure all elements of the project are of high quality, are installed on time, and within the approved budget
- The CM will review the progress and quality of the work to ensure strict compliance with the architect/engineer's drawings, specifications, approved shop drawings, and local codes

- Direct the Clerk-of-the-Works, if one is staffed to the job

Construction Dispute Resolution

- Review, interpret and respond to contractor design and construction questions and coordinate expedient responses from the architect/engineer to the contractor
- Identify potential problem areas early, and assist in proposing solutions to avoid any impacts to the project
- Communicate with the Environmental Consultant and seek advice for any environmental problems

Schedule Control

- Monitor the project schedule to ensure progress is on schedule, and is in compliance with The Community Builders' contract and objectives
- Evaluate adequacy of contractors' on-site supervision and manpower to keep the project on schedule
- Report to TCB Project Team, when Critical Path Activities are delayed. Recommend corrective actions to regain any potential lost schedule time

Cost Control

- Review and recommend adjustments to contractor requisitions, collect progressive lien waivers, affidavits, prepare the payment requisition prior to forwarding to Project Manager for processing and payment
- Distribute Contractor's Application for Payment to respective lenders. Coordinate related paperwork required by lenders
- Receive contractors' reports on certified payroll, enforcing and tracking MBE, WBE, and Section 3 requirements, and deliver it to Project Manager
- Prepare reports summarizing any back-charges or default actions against non-performing contractors, with budget estimates for the work
- Review proposed contractor change order requests. Evaluate material costs, labor rates and man-hours to ensure validity and accuracy
- Evaluate change orders for impact on constructability, cost and schedule
- Manage the construction budget, and track change orders against the contingency

Inspections

- Inspect the project on a weekly basis, or as needed to ensure other responsibilities are met.
- If the project is not staffed with a Clerk-of-the-Works, the CM shall
- Attend framing inspection of each unit with the Architect
- Conduct post insulation and pre-drywall inspection of the units
- Conduct post drywall inspection of the units
- Attend "final and verification" inspections with the Architect

Administration

- Represent TCB's interest with all local/state agencies, housing authorities, as well as during any site visits by any agency or interested party
- Maintain project files, including but not limited to: contract drawings, specifications, approved shop drawings, samples, change orders, meeting minutes, daily logs, etc.
- Conduct and audio record weekly regular construction job meetings including the architect/engineer, TCB project team, general contractors, civil engineer, and the local housing authority, and prepare meeting minutes
- Prepare a monthly progress report for TCB Project Team that details the status of construction, cost and schedule progress
- Update TCB and the Project Team on the status of construction progress, schedule and outstanding issues at weekly conference call meetings
- Assist the architect/engineer in reviewing all contractors' compliance with final project closeout documentation

Closeout

- Assist the Design Team in preparation of punch lists as The Community Builders' representative and verify that all work has been satisfactorily completed consistent with the quality standards of the specifications. Expedite contractor in completion of all punch list work
- Establish with the architect/engineer the date of substantial completion and commencement date for all warranties
- Assist TCB Property Management with unit turn over from the contractors
- Coordinate contractor submissions of as-built drawings, Operations and Maintenance Manuals, Owner instructions/demonstrations and attic stock materials
- Schedule all contractors' system training and demonstrations for The Community Builders' maintenance staff in accordance with the specifications
- Coordinate with architect/engineer for the issuance of Certificate of Substantial Completion, and building department for issuance of the Certificate of Occupancy
- Final report summarizing all project costs
- Conduct a post occupancy inspection for The Community Builders to ensure that contractor warranty obligations have been completely fulfilled. This inspection is scheduled 11 months after project completion, or just prior to the expiration of the 12- month warranty period. Any warranty deficiencies will be identified and communicated to Property Management for contractor response

Knowledge, Skills and Abilities:

- Excellence in Microsoft Office programs (Word, Excel, Project, PowerPoint, etc.)
- Excellent written and verbal communication skills
- Ability to travel

Education & Experience:

- Minimum of 5 years of experience with affordable multifamily housing within the region, or 3 years with an advanced degree in Architecture, Engineering or Construction Management. Owner-side experience a plus.

The Community Builders, Inc. is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Interested candidates should send resumes to: jmcwilliams@TCBINC.ORG