

JOB SPECIFICATION

TITLE: Capital Improvements & Special Projects Manager

PRIMARY RESPONSIBILITIES: Administer rehabilitation/extraordinary maintenance Contracts; Supervise Maintenance Staff; Oversee and Coordinate Capital Improvements & Assist with Preparation of Capital Budget(s)

SUPERVISORY RELATIONSHIP: Reports to Manager of Real Estate Operations

ACCEPTABLE EXPERIENCE/TRAINING: High school graduate; minimum of four years experience in fields relating to property rehabilitation, construction or inspection of residential properties; or any combination of the above that supplies the required ability, knowledge, and skills.

SPECIFIC RESPONSIBILITIES:

- Collaborate with Manager of Real Estate Operations to develop fully integrated annual and multi-year capital investment plans and associated capital budgets.
- Support/drive implementation of annual and multi-year capital investment plans.
- Prepare, coordinate, and manage VOP Multi-Family Housing Improvement Grants.
- Maintain overall construction calendar.
- Prepare and submit rehab scope of work, budgets, and timelines for approval by Manager of RE Operations, President and/or Board of Directors.
- Gather, investigate, and assess products and new technologies for possible application in rehabilitation and maintenance projects.
- Identify and evaluate new contractors as needed to ensure the timely completion of required rehabilitation and extraordinary maintenance.
- Order and coordinate the contract work in vacant units.
- Order and coordinate contract work in occupied units as required (including setting schedules and obtaining permissions from Property Managers and Residents).
- Solicit and coordinate bids from contractors in compliance with corporate procurement policy.
- Act as construction manager in rehabilitation matters for OPRC and owners/agents of non-owned managed properties. Coordinate with OPRC's Marketing and Leasing staff the timely completion of unit rehabs to minimize unit downtime and maximize the pre-leasing or leasing of those units.

- Inspect extraordinary maintenance, unit rehabilitation, and capital building projects in progress for conformity to contract specifications.
- Interact with the Village of Oak Park's building department and inspectors to ensure that necessary permits are secured, required inspections are completed, and all work complies with Village requirements.
- Coordinate contractor's compliance with any Federal program regulations.
- Review contractor's request for payment including bills, waivers of lien, and payroll forms.
- Prepare contractor's sworn statements and coordinate payment to contractor with the Controller.
- Serve as consultant to Property Managers on maintenance and rehabilitation concerns.
- Assist Property Managers with any Housing Authority inspections including the scheduling of pre-inspection unit reviews by maintenance staff to address any unit deficiencies and the timely correction of any further deficiencies revealed in the inspection.
- Supervise Maintenance Staff – work closely with Maintenance Lead Man to ensure smooth and efficient workflow and timely completion of market readies.
- Conduct annual performance reviews of Maintenance staff.
- Coordinate, order, and maintain s sufficient inventory of maintenance and rehabilitation supplies and products. Conduct a physical inventory count quarterly and work closely to reconcile inventory costs with Accounting Dept.
- Provide copies of work orders related to non-owned, managed buildings to Accounting Dept, on a by-weekly basis.
- Other projects or related duties as may be assigned by the Manager of RE Operations or President.
- Attend/Participate in monthly OPRC Board Meetings as necessary

SALARY RANGE: \$50-65,000