

## NOTICE OF POSITION VACANCY

APPLICATIONS ARE CURRENTLY BEING ACCEPTED FOR THE POSITION OF:

# SENIOR CONSTRUCTION SPECIALIST

LOCATION:	Development/Facilities Management
STARTING SALARY:	\$59,540 Annually
GRADE:	VI
POSTING DATE:	May 2, 2019
CLOSING DATE OF JOB POSTING:	<b>Apply on or before 5 p.m. May 16, 2019</b>

### POSITION SUMMARY:

This is an exempt position of moderate difficulty. Includes supervisory or lead responsibilities. Involves the preparation and/or review of sketches, drawings, designs, specifications, schedules, requests for proposals and other documents related to the design of building construction, renovation and maintenance. Works closely with St. Louis Housing Authority (SLHA) staff, HUD officials, residents, construction contractors, consultants and others to assure that design and subsequent construction are appropriate and properly constructed.

### MINIMUM QUALIFICATIONS:

- **Required knowledge, skills and abilities for this position would normally be gained through the equivalent of a Bachelor's Degree from an accredited university in Architecture, Mechanical or Civil Engineering and be familiar with general building construction. Five (5) years' experience in the construction industry, preferably, as a craftsman and one (1) year or more trades applicable to general building construction may be substituted for a degree and at least three (3) years of this experience must be in construction inspection.**
- Knowledge of HUD regulations regarding modernization and development policies and procedures, thorough knowledge of the principle terms, procedures and practices of Architecture and Engineering related to design and construction of residential developments, building construction materials, procedures, methods and practices including the cost of construction, renovation and maintenance, Federal, State and Local Laws, regulations and codes relating to the funding, design and construction of residential developments, proper procurement and contracting procedures as they apply to the preparation of solicitations, the evaluations of proposals and bids and the administration of contract terms.
- Skill in reviewing preliminary and final architectural designs, drawings, specifications and budget cost estimates, schedules, etc., analyzing problems, developing alternatives and in developing and implementing effective strategies, supervision of subordinate staff, developing and maintaining a close working relationship with residents, SLHA employees, HUD officials, City Officials, consultants and contractors/vendors, use of personal computers and with the use of word processing, spreadsheets, project management and other specialized software.
- Ability to physically inspect property to assess needs and/or review work in process, review and interpret Federal, State and Local policies and procedures, requirements and similar materials, communicate effectively verbally and in writing, handle multiple assignments simultaneously and assure that all commitments are met.
- Skill in serving as lead person on construction projects of significant size and scope, reviews plans and specifications submitted by A&E firms, coordinates reviews with the project teams, city permitting officials and the respective housing managers, attends meetings for assigned projects including pre-bid/proposal, pre-construction/performance and construction progress meetings, conducts employee interviews and inspections on both modernization and development projects to ensure compliance with Federal Labor Standards and provisions of the Davis Bacon Act, assists Capital Projects Manager with planning and scheduling of construction initiatives for both modernization and development projects, acts in capacity of Contract Specialist or Capital Projects Manager in his/her absence.

**ALL APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DIVISION,  
3520 PAGE BLVD., ST. LOUIS, MO 63106**

**The applications of candidates not selected for the above position (s) will remain on file for 90 days and may be considered for related positions.**