

**Construction Advisor - (2400032F)**  
**Description**

**The Executive Office of Housing and Livable Communities (EOHLC) is seeking a Construction Advisor in the Division of Public Housing!**

**AGENCY MISSION:**

The Executive Office of Housing and Livable Communities (EOHLC) is charged with creating more homes in Massachusetts and lowering housing costs for residents.

Formerly known as the Department of Housing and Community Development (DHCD), EOHLC works with municipalities, local housing authorities, non-profit organizations, and development partners to provide affordable housing options, financial assistance, and other support to Massachusetts communities.

**OVERVIEW OF ROLE:**

The Construction Advisor is responsible for representing the Executive Office of Housing and Livable Communities' (EOHLC) Bureau of Public Housing Development and Construction (BPHDC), and acting as its liaison with local housing authorities (LHAs), their architects, engineers, contractors and other consultants and contractors during public housing construction jobs; conducting on-site inspections to assure conformance with contract documents and the Bureau's construction standards and best practices; attending regular job meetings; reviewing and making recommendations with respect to payment requests, change order requests and Construction Change Directives; and working with all parties to resolve problems that may arise during construction in accordance with the project contracts. Respond to requests to review conditions at existing buildings.

**DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):**

**1. Agency Representation & Planning:**

- Represents the interests of EOHLC during the construction phase of projects.
- Participates in capital planning efforts via multidisciplinary teams aimed at rendering technical assistance to LHAs.
- Actively participates in planning capital improvement projects, monitors quality of the work during construction, resolves disputes in a timely fashion, and assists LHAs in closing out construction projects.
- Monitors construction contractor's conformance to the contract documents and to the Bureau's Design Guidelines and Construction Standards.

**2. Meetings & Communication:**

- Communicates frequently with EOHLC staff (Project Development Unit, Architectural & Engineering Services Unit, Bureau of Asset Management) as to the status of jobs within assigned territory.
- Attends weekly construction job meetings, reviews construction progress, mediates and resolves disputes among parties involved in the design or construction of projects to protect the user agency's interests, avoids unnecessary costs, delays and litigation; determines if escalation is necessary for unresolved disputes.
- Facilitates communication between all members of the project team (e.g. architects, designers, contractors, user agency, etc.) to clarify roles and responsibilities, communicates quality expectations, ensures all parties understand contractual obligations, and encourages timely decisions and joint problem solving, particularly any proposed changes to the project's scope, schedule or budget
- Conducts preconstruction meeting after the contract award and assists the LHA in issuing the Notice to Proceed (NTP) for each construction project.
- Participates in post construction and post occupancy evaluations to determine how well Bureau Design Guidelines and Construction Standards performed in projects.

**3.Guidance & Monitoring:**

- Provides guidance, opinions, and commentary to EOHLC in an effort to improve the Department's overall functions.
- Provides guidance, opinions, and commentary to EOHLC staff in creating and updating the Bureau's Design Guidelines and Construction Standards.
- Responsible for monitoring the construction contractor's conformance to the contract documents and to the Bureau's Design Guidelines and Construction Standards.

#### **4. Reviews & Inspections:**

- Project scopes and descriptions, budgets and schedules for completeness and appropriateness at the designer selection project phase.
- Project construction documents prior to bidding for completeness and constructability
- Contractor proposals for change orders to the contract for construction.
- Reviews and approves contractor requisitions for payment.
- Reviews and approves documents necessary to close out each project, especially formal transfer of warranties, manuals and maintenance instructions

#### **5. Supports LHAs:**

- Prioritizing their capital improvement projects.
- Assembling their Capital Improvement Plan (CIP).
- Maintaining the accuracy of their building condition data within the electronic Capital Planning System (CPS) database.
- Assessing building conditions and assists LHAs in preparing project scopes, schedules, and budgets for selected projects.
- Inspecting existing buildings as requested by LHAs or the Bureau.

#### **6. Reporting:**

- Prepares written monthly report detailing status of jobs within assigned territory.
- Assists in preparing project histories and/or summaries.

#### **TRAVEL:**

Travel across the state will be required up to 75% of the time. Those employees who elect to use a motor vehicle for travel must have a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state. Applicant must have their own form of transportation.

#### **PREFERRED QUALIFICATIONS:**

1. Unrestricted Massachusetts Construction Supervisor License.
2. Knowledge of construction means, methods, techniques, best practices and procedures, and common building materials for low, mid and high-rise housing projects.
3. Ability to read and interpret technical architectural and engineering drawings and specifications.
4. Knowledge of 2009 International Building Code with special Massachusetts amendments, known as the 8<sup>th</sup> edition of the Massachusetts State Building Code, and all other applicable building regulations.
5. Knowledge of Massachusetts public bidding laws and requirements for procurement of goods and services.
6. Ability to deal fairly, impartially and tactfully with all parties involved in the construction process.
7. Knowledge of construction management including scheduling and cost estimating.
8. Ability to effectively communicate (both in writing and verbally) technical concepts to people with little or no technical background.
9. Ability to work independently and to set and prioritize workload.
10. Ability to exercise leadership in a group setting.
11. Experience with public housing construction, either from the perspective of a contractor, project representative, local housing authority or state or federal housing agency.
12. Progressively responsible experience in construction working as a Project Representative, Project Superintendent, Project Manager, and Building Inspector or in a similar capacity is strongly preferred.
13. Ability to learn and use laptop computer technology with internet capability.

**COMMENTS:**

**Please upload resume and cover letter.**

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

**QUALIFICATIONS:**

**First consideration will be given to those applicants that apply within the first 14 days.**

Applicants must have (A) at least five (5) years of full-time or equivalent part-time experience in trades, construction, construction management, inspection and/or alteration of building construction projects; or (B) any equivalent combination of the required experience and the substitutions below.

Incumbents are required to have a current and valid Motor Vehicle Driver's License at a Class level specific to assignment.

**Substitutions:**

I. An Associate's degree or Technical degree in a related field may be substituted for one (1) year of the required experience.

II. A Bachelor's degree in a related field may be substituted for four (4) years of the required experience.

**Comprehensive Benefits:**

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

**An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.**

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

**Official Title:** Construction Coordinator II

**Functional Title:** Construction Advisor

**Primary Location:** United States-Massachusetts-Boston-100 Cambridge Street

**Job:** Skilled Trades

**Agency:** Executive Office of Housing and Livable Communities

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Mar 1, 2024, 12:31:19 PM

**Number of Openings:** 1

**Salary:** \$74,573.46 - \$109,775.12 Yearly

**Bargaining Unit:** 09-MOSES - Engineers/Scientists

**Confidential:** No

**Potentially Eligible for a Hybrid Work Schedule:** Yes

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator:** Jessica Molina - 8572480160

**HOW TO APPLY:**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ft!?job=2400032F>