

CONSTRUCTION SPECIALIST II

Overview:

This is a grant funded position, expected to last through December 31, 2026 or when funds are depleted. The position may be extended based on operational need if alternative funding is identified.

Brief Job Description (essential functions of the job):

The mission of the **Mayor's Office of Housing (formerly the Department of Neighborhood Development)** is to make Boston a more equitable and inclusive city where all residents can thrive. MOH oversees programs that create and preserve affordable housing, support homeowners and renters, provide housing and services to homeless individuals and families, and develop city-owned property. MOH seeks to carry out its mission through a lens of promoting diversity, equity and inclusion and addressing the effects of systemic racism in our city.

Under the direct supervision of the Construction and Design Services Manager, the Construction Specialist II is responsible for all construction management and oversight activities and assistance for development projects and programs, including but not limited to 1-3 family rehabs, adaptive re-use developments, renovations of existing rental developments and new construction, wood frame, masonry and steel mid-rise and high rise construction.

Responsibilities:

- Manages construction activities for assigned small and large housing and mixed use developments.
- Coordinates construction, design and budget issues in the field with assigned staff Architect and Housing Development Officers.
- Reviews construction drawings, construction contracts, project specifications and cost estimates for assigned developments.
- Monitors construction contractor selection and negotiations.
- Monitors on-site construction activities and attend construction meetings for assigned developments, informing project management staff of any issues and concerns.
- Monitors and approves construction progress payments and contingency usage.
- Prepares construction specifications, scopes of work, review cost estimates, evaluation criteria, for development and rehab projects as needed.
- Reviews and approves change order requests and monitor construction progress through completion, including construction close out and punch list completions.
- Performs HQS compliance monitoring for multi-unit developments in the DND portfolio.
- Performs related work as required.

Minimum Entrance Qualifications:

- At least three (3) years of full-time, or equivalent part-time residential construction management experience, including but not limited to mid-rise and high rise construction.
- Must have and maintain a valid Massachusetts driver's license and a vehicle required (License must be maintained during employment).
- Massachusetts Unrestricted Construction Supervisor's license required.
- Working knowledge of Mass. State Building Codes and Regulations.
- Detailed knowledge and understanding of construction and lead abatement practices, building methods, HQS Standards, sustainability and energy conservation practices and methods.

- Working knowledge of Microsoft Office (Word, Access, and Excel), and Outlook.
- Strong communication, interpersonal and organizational skills.
- Appropriate educational substitutions may be made.
- Ability to exercise good judgment and focus on detail as required by the job.

BOSTON RESIDENCY REQUIRED

Terms:

Union/Salary Plan/Grade: SEIU 888/N-21

Hours Per Week: 35

The City of Boston is proud to be an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment. Therefore, qualified applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, sexual orientation, gender identity, gender expression, military and veteran status, or other protected category.

The City of Boston has played a role in causing and perpetuating the inequities in our society. To break down these barriers, we are embedding equity and inclusion into everything we do.

We define **equity** as **ensuring every community has the resources it needs** to thrive in Boston. This requires the active process of meeting individuals where they are. **Inclusion** is **engaging every resident** to build a more welcoming and supportive city. We are building a **city for everyone**, where diversity makes us a more empowered collective.

<https://city-boston.icims.com/jobs/21255/construction-specialist-ii/job>