

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.