Job Opportunities at New York State Homes and Community Renewal

Build a career while building a better community. Rewarding careers in Public Service start here!

CONSTRUCTION PROJECT MANAGER

New York State Homes and Community Renewal (HCR) fosters the creation and preservation of high quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo and Commissioner RuthAnne Visnauskas, *HCR* is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low and moderate income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement, and family-friendly policies.

In anticipation of passage of Governor Cuomo's historic $10 billion proposal to create 100,000 affordable housing units across the state over 5 years, HCR is currently seeking to fill a wide variety of positions. Please see our website www.nyshcr.org for more information.

DUTIES (under direct and limited supervision):

- Ability to inspect, evaluate, and priority rate and/or review consultant recommendations of deteriorated physical conditions of varied types of residential buildings, ranging from single family homes, to low-rise garden apartment complexes through high-rise apartment houses of all types of construction methodology.

- Ability to review, evaluate and report on the feasibility of new construction projects of all construction methodologies for low rise and hi rise housing.

- Oversee, monitor and report on the progress of work of multiple Agency funded construction projects for the purposes of ensuring adherence to contract documents and the completion of industry quality work for the sign-off of monthly requisitions submitted to the Agency Loan Servicing Unit

- Coordinate all funding applications for CES review from other Agency units to ensure that all of the required information for both construction items and environmental requirements has been submitted and that the unit protocol for review has not been compromised.

QUALIFICATIONS:

- Working knowledge of the architectural and/or construction industry based on past trade experience working in a similar or related capacity and/or as a contractor or sub-contractor. An AAS Degree or Accredited Certificate in Construction Management from a certified trade school or NYS Certification as a Building Codes Official may be substituted.

- Fully trained and able to use a PC, including MS Office, Outlook, Word and Excel, and full written and oral presentation and reporting skills. Demonstrated administrative skills for records management and the ability to professionally represent the Agency in the field and office.

- Willing to travel locally and upstate at Agency and own expense with expeditious applicable reimbursements.

This job description is not intended to be all inclusive and employee will be expected to perform other reasonably related duties as assigned.

TO APPLY, please send resume and cover letter, with title of position to: Jobopportunities@nyshcr.org
New York State is an Equal Opportunity Employer (EOE)