



JOB ANNOUNCEMENT

**Eligibility: Pueblo Housing Authority Employees
and Qualified Public**

March 3, 2022

The Housing Authority of the City of Pueblo has an opening for the position of Draftsman/Construction Manager. This is a full-time position with a yearly salary of \$52,000. Please review the attached job description and qualifications carefully before completing an application.

If you have any questions regarding this position, please contact Maya Galeas in the Human Resources Department.

Applications may be obtained at the Central Management Facility, 201 S. Victoria Ave, between 8:00 a.m. and 4:30 p.m., or on our website at www.hapueblo.org. Job posting will remain open until the position is filled.

HOUSING AUTHORITY OF THE CITY OF PUEBLO

Date: 3/2022

Title: Draftsman/Construction Manager

General Purpose

Performs technical work involving architectural drafting and design of buildings, betterments and construction management and inspection of housing projects. May perform other duties as requested by supervisor.

Essential Duties and Responsibilities

- Architectural drafting, AutoCAD.
- Produces architectural drawings, project manuals and cost estimates.
- Oversees and direct construction projects from conception to completion.
- Oversees residential, commercial construction and facility maintenance projects.
- Reviews the project in-depth to schedule deliverables and estimate costs.
- Contracts administration, code compliance and budget development.
- Coordinates documents produced in-house and with consultants.
- Coordinates the selection process for the purchase of products & services through a bid opening process.
- Evaluates construction means and methods to determine cost-effectiveness of plans.
- Conducts weekly construction meetings.
- Performs inspections at each phase of the construction process.
- Monitors contractors, performs site and field inspections.
- Good working knowledge of ADA and 504 and Section 3 requirements.
- Ability to handle multiple tasks and coordination of multiple projects at one time.
- Strong organization and management skills.

Education, Training and Experience

- Four-year degree in Construction Management, Architecture or equivalent work experience in an architect and or contractor's office.
- Valid Colorado driver's license.

Knowledge and Qualifications

- Proficient in AutoCAD.
- Proficient with construction management software (preferably Procore)
- Proven working experience in construction management.
- Advanced knowledge of construction management processes means and methods.
- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards.
- Understanding of all facets of the construction process.

- Excellent time and project management skills.
- Strong leadership skills.

Materials and Equipment Used

Standard office equipment, Word, Excel, Auto CAD, Procore and Adobe Acrobat.

Supervisory Responsibilities

This position does not directly or indirectly supervise staff.

Working Environment and Physical Demands

Work is performed both indoors and outdoors and typically involves both sedentary periods and the type of exertion common to the construction and rehabilitation industries, such as long periods of bending, stooping, standing, walking over rough terrain and inspecting HACCP developments, sites and facilities.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel within this classification.