



Building Opportunities throughout Southern Maine



CONSTRUCTION SERVICES DIRECTOR -OWNER'S REPRESENTATIVE

The Construction Services Director / Owner's Representative will coordinate with the development team with the pre-development design and planning, construction as Owner's Representative, delivery of completed projects, and post construction incomplete work and warranty tracking and coordination. This position is also responsible for the development and technical support of Capital Improvement Plans for all Westbrook Development Corporation, Westbrook Housing Authority, and Westbrook Senior Housing, (WDC/WHA/WSH) owned or guaranteed properties inclusive of all properties managed by Westbrook Housing. Development may include: new construction, acquisition-rehabilitation and/or conversions. This position will include working with multiple projects in various stages of pre-development, development, and post development construction. The housing may be mixed-use serving low- and moderate-income families and or seniors; or, totally affordable addressing the needs of the very low- and low-income families, seniors or the homeless within our area of operation.

ESSENTIAL FUNCTIONS:

Responsible for:

- 1. Construction Services:
 - A. New Construction and Substantial Rehabilitation.
 - a. Pre-Development Activities:
 - i. Provide assistance to identify best design practices.
 - ii. Review plans and specifications for accuracy and provide necessary edits.
 - iii. Assist in the coordination of site testing and provide onsite supervision and review of testing reports with recommendations of acceptance and/or supplemental action.
 - iv. Assist in the RFP and selection process of GC/CM.
 - v. Assist in the review, edit, and recommendations of construction contracts.
 - b. Development / Construction Activities:
 - i. Represent Owner, (inclusive of WDC and its partners WHA/WSH or their designated LP's or LLC's), during construction and post construction activities with direct oversight of construction activities and practices providing reports to the Development Director and the Administrator.
 - ii. Act as liaison with GC/CM and sub-contractors, architect, engineers (including civil, structural, environmental, etc.) and provide daily and as needed monitoring, inspection, and technical review of all construction activities.
 - iii. Act as supporting liaison to Development Director with Maine Housing, Bank, Equity Investor, and any other lenders.
 - iv. Act as liaison representing owner in all City, State, Federal, Maine Housing, Bank, Equity Investor, or Maine Housing inspections and assist Development Director with required reports.
 - v. Review, edit, track, file, and report on all construction related documents inclusive of and not limited to:
 - 1. Contracts, vendor contracts, vendor lists, schedules, RFI's, CO Requests, Change Order Tracking Lists, Draft and Final Requisitions, Construction Meeting Minutes, etc.



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- vi. Maintain all required reporting including Labor Contract Tracking, Davis Bacon Wage reporting, or other relevant and required labor reporting.
 - vii. Maintain regular internal reports including pictures, notes, and supporting documents related to disputes or inadequate or questionable construction practices that detract from plans, scope, and specifications.
 - viii. Assist the Development Director in collection of supporting documents and preparation of required reports to Maine Housing, Banks, Equity Investor, Cumberland County FedHome/CDBG Program, etc.
 - ix. Approve all completed construction per contract, architect drawings, specifications inclusive of review and monitoring of Punch List Items, preparation, and approval of IWE list to be recommended to Development Director.
 - x. Coordinate with GC/CM to obtain copies of all required permits such as the building permit, and associated permits related to construction, occupancy permit, etc.
 - xi. Provide recommendations to Development Director and development team (architect, engineers, etc), on itemized in field changes to construction, materials, finishes, products, etc.
 - xii. Coordinate with GC/CM, utility providers, and owner's vendors for installation of items to be contracted with owner or owner's tenants, i.e., laundry machine services, electricity, natural gas, propane, water, sewer, cable tv/ internet services, telephone services, security camera services, Information Technologies services, etc.
 - xiii. Monitor construction site for best practices and safety and notify Development Director and owner of risks and hazards that could or would cause cessation or delay of construction activities.
 - xiv. Assist Development Director and owner with the collection of documentation for any insurance, regulatory, or legal submission.
 - xv. As delegated by Development Director, and/or Administrator/Owner, sign documents related to Change Orders, Requisitions, Procurement, etc.
 - xvi. Review construction meeting minutes weekly to ensure accurate notes are reflected in the meeting minutes and provide necessary follow up to ensure all requested revisions are made.
 - xvii. Take construction photos regularly throughout construction to track the project.
 - xviii. Help coordinate final municipal and state approvals including but not limited to Certificates of Occupancy,
 - xix. Coordinate and manage with GC/CM all warranty issues post construction.
- c. Development / Delivery and Post Construction:
- i. Review, inspected, and approve Punch List Items and coordinate completion with Architect, GC/CM, Maine Housing, Bank, etc.
 - ii. Collect and Deliver to WHA Facilities Director all product Manuals and Warranty documents.
 - iii. Primary contact to facilitate systems review, building and systems orientation, and delivery inspection with WHA Facilities Director.
 - iv. Coordinate Development Director and WHA Property Management delivery schedules for lease up.
 - v. Coordinate the certification process for any special certifications, such as Passive House, with the design team, contractor, and certifying agency to ensure certification is awarded in a timely manner.
 - vi. Review and assist Development Director in the development and monitoring IWE.
 - 1. Coordinate the completion of IWE items.

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4. Coordinate with WDC Development Director and Administrator to expand business model to provided consultant and subcontractor services to other area Public Housing Authority Development Corporations.
5. Other duties as assigned.

REQUIREMENTS OF WORK:

Ability to:

1. Use Microsoft Office Suite and any other computer software as needed to fulfill the essential functions of the position.
2. Work in a team environment alongside the Development Director, the Administrator, and when required with WHA Department Directors with minimum supervision and a high attention to detail.
3. Prioritize multiple tasks.
4. Organize and follow through to completion processes and special projects as assigned.
5. Communicate effectively verbally and in writing.
6. Establish and maintain positive, professional relationships with internal and external stakeholders inclusive of, contractors, suppliers, neighbors, municipal staff, HUD and Westbrook Housing staff.

JOB QUALIFICATONS:

1. Bachelor's Degree in a related field and/or 3 – 5 years' experience in architecture, construction and/or facilities management or a combination thereof.
2. At least 3 years of relevant project development experience, preferably with some history in affordable housing, redevelopment, construction management.
3. Thorough knowledge of multi-family housing construction.
4. Experience with HUD, RD, MSHA or other housing financing agencies construction requirements preferred.
5. Responsible to travel in personal car as necessary to perform job functions, must have an active and valid Maine Driver's license.
6. For work from home option/convenience, required to maintain high speed internet connectivity without expense to WDC.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

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REPORTS TO:

Development Director, Primary
Administrator, Secondary

DIRECT REPORTS:

None