



## EXTERNAL JOB POSTING

Job Title: **Housing Construction Specialist**  
Biweekly Salary: **\$4,258 (Step 1) - \$5,176 (Step 5)**  
Annual Salary: **\$110,708 (Step 1) - \$134,576 (Step 5)**  
Final Filing Date: **May 31, 2018 COB**

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The San Francisco Office of Community Investment and Infrastructure (OCII) is seeking an experienced Housing Construction Specialist.

### BRIEF DESCRIPTION:

This professional position is responsible for observations and recommendations on the construction of OCII's affordable housing projects. Duties include review and assessment for constructability and cost containment at all stages of OCII's affordable housing developments commencing at the programming stage and continuing through design development, construction documents, field inspections, approval of pay applications and change requests, close-out of completed projects, and occasional call back issues related to completed developments. OCII housing developments are typically large projects exceeding 100 units and include a retail component; construction types range from Type V wood-frame to Type I high-rise. This position represents OCII's interests through hands-on oversight of affordable housing related construction matters. In addition, on a case-by-case basis, the Housing Construction Specialist will provide assistance on OCII commercial and infrastructure construction projects. The Housing Construction Specialist acts as a technical liaison among OCII's contractors, staff, and affected City departments involved in new construction; systematizes and maintains records of construction progress; assists in administering construction contracts by inspecting and verifying work; assists in review and approval of change orders and contractor requests for payment. Respondents to this announcement shall possess experience working collaboratively in multi-disciplinary teams and in the management of significant and diverse construction project types from Type V wood-frame to Type I high-rise, such as an Owners Representative, Lenders Representative, General Contracting Project Manager or Executive, Architect, or Estimator.

### JOB RESPONSIBILITIES:

The following list of duties and tasks represents the primary job responsibilities:

- Work closely with OCII design review staff and housing staff to review and provide comment orally and in writing on technical construction related documents such as architectural drawings, construction budgets, specifications, permit applications and other documents as required;
- Review and assess project submissions for constructability and cost containment at all stages of development, starting at concept designs submitted with requests for proposals, review of design development, construction cost estimates, bids and construction contracts;
- Conduct field observations and assessments with opinions whether projects are progressing in accordance with contract documents, are on time and on budget, confirm in writing that requests for payment are deemed appropriate;

- Serve as technical advisor for OCII's contractors, staff, and affected City departments involved in new construction of large, mixed-use affordable developments and possibly other projects as needed;
- Interpret plans and specifications; observe construction sites and evaluate conformance to plan, specifications, and code requirements; including potential unsafe conditions at a construction site;
- Use industry standards to develop an opinion of probable construction costs with knowledge of provisions of the Uniform Building Code and the Code of the City and County of San Francisco; permit requirements; standard specifications for public works construction, construction and architectural materials and methods of construction;
- Review and assess in a collaborative manner with other OCII staff aesthetic materials and fixtures, including assessing impact of materials on long-term maintenance and repair costs;
- Coordinate with Mayor's Office on Housing and Community Development construction representative staff on document preparation, construction, costs and other issues as needed on a regular basis;
- Demonstrate strong coordinating and negotiating skills, and strong ability to collaborate with both internal OCII staff and OCII's external developer, design, City agencies and contracting partners;
- Demonstrate sound judgment and ability to serve as an effective representative of OCII in diverse settings and with diverse stakeholders; strong speaking and writing skills;
- Manage one's own time, determine priorities and handle a complex workload; handle many different tasks simultaneously and adapt to rapidly changing assignments/priorities under pressure;
- Communicate clearly and concisely, both orally and in writing;
- Maintain accurate and complete files;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Other related duties as may be assigned.

#### **MINIMUM QUALIFICATIONS:**

Minimum qualifications include:

- A bachelor's degree from an accredited college or university with a degree in construction management, architecture, engineering, public administration, or a closely related area.
- Eight years of experience in the real estate or housing development, or public or non-profit housing program administration, including five years' experience in multi-unit residential construction at a management, superintendent, general foreman or project estimator level and three years' experience serving as a primary construction manager/owner's representative for a private or public residential development company.
- The possession of a master's, or other advanced, degree can be substituted for up to two years of required experience.
- Possession of a Certificate of Registration as a Professional Civil Engineer as issued by the State of California is desirable.

#### **MINIMUM QUALIFICATIONS:**

Minimum qualifications include any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Three years of verifiable experience performing professional level office management functions; or three years of experience in the Management Assistant I classification. Previous supervisory experience is also required.

Education equivalent to completion of an Associate of Arts degree supplemented by course work in public or business administration, accounting, finance, social sciences, psychology, or a related field, or a related field.

### **BENEFITS:**

#### **For your Health & Welfare Benefits**

- Medical/Dental/Vision
- Basic Life Insurance & Accident, Critical Illness & Hospital Indemnity
- Supplemental Life Insurance (with optional dependent coverage)
- Health Care and Dependent Care Flexible Spending Accounts
- Employee Assistance Program

#### **For your Financial Future**

- CalPERS Pension Program-estimated 8% Employee Contribution
- Short-term Disability Insurance
- Long-Term Disability Insurance
- Deferred Compensation Plan

#### **For your Work/Life Balance**

- Paid holidays
- Vacation and sick leave accrual
- Commuter Benefits Program
- Wellness Program

### **APPLICATION PROCESS:**

Applicants must submit and complete an application packet consisting of an OCII Job Application, resume, and cover letter. Materials can be found at [here](#) or at [www.sfocii.org](http://www.sfocii.org) under Employment Opportunities.

### **PACKETS CAN BE EMAILED, FAXED OR MAILED TO:**

**EMAIL:** [careers.ocii@sfgov.org](mailto:careers.ocii@sfgov.org) (PDF FORMAT ONLY) with name of position in subject line

**MAIL:** **Office of Community Investment and Infrastructure**  
Human Resources Department – Attn: April Ward  
1 South Van Ness Avenue – 5<sup>th</sup> Floor  
San Francisco, CA 94103

***Failure to submit all requested materials by the deadline will result in rejection of the application.***