



Job Title: Construction Project Manager

Reports to: President/CEO & Vice President

Work Schedule: Monday–Friday, 8:00 am – 4:00 pm (with occasional exceptions for urgent issues)

SLSA Status: Salaried, exempt from overtime

Organization: River City Housing (RCH) – Nonprofit Affordable Housing Developer

Position Summary

The Construction Project Manager at River City Housing plays a critical strategic and administrative role in managing single-family and multi-family affordable housing projects. This position focuses on overseeing project budgets, timelines, and communications with stakeholders to ensure projects are successfully executed in alignment with RCH's mission of delivering high-quality, energy-efficient homes. The role is primarily office-based, providing oversight and coordination, while collaborating closely with contractors, vendors, internal teams, and community partners to support project goals and compliance.

Key Responsibilities

Project Oversight & Administration

- Lead the administrative and strategic management of multiple construction projects including single-family new builds, renovations, multi-family developments, and homeowner repairs.
- Oversee maintenance for a 12-unit, affordable apartment complex for seniors and manage renovation processes for the historic building.
- Develop, monitor, and manage project budgets ensuring adherence to financial guidelines and funding source requirements.
- Establish and track project timelines, proactively identifying risks and coordinating solutions to maintain schedule integrity.
- Manage contract negotiations, approvals, and vendor relations while ensuring compliance with organizational policies and funding agency requirements.
- Oversee procurement processes, resource allocation, and logistical planning to support construction phases.
- Coordinate with the President/CEO and Vice President to align project execution with organizational priorities and funding milestones.
- Conduct on-site visits to construction sites to monitor progress and perform quality control inspections,
- Review and approve project documentation including permits, licenses, progress reports, and draw requests.

Client and Stakeholder Communication

- Serve as the primary point of communication for contractors, vendors, and internal stakeholders regarding project status, challenges, and milestones.
- Prepare and deliver detailed progress reports, budget updates, and risk assessments to leadership.
- Address and resolve inquiries, concerns, and warranty issues with homeowners and ensure follow-through on post-construction support and education.

Compliance & Risk Management

- Ensure all construction activities comply with federal, state, and local building codes, safety standards, and environmental regulations.
 - Collaborate with health and safety officers and site inspectors to maintain safe work environments.
 - Monitor project quality control measures and conduct periodic reviews to uphold RCH's standards for energy efficiency and durability.
 - Implement risk management strategies by anticipating project challenges and initiating mitigation strategies.
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Qualifications

- Minimum 5 years of construction project management experience, preferably in affordable housing or nonprofit sectors.
 - Proven expertise in budget management, contract negotiation, and project scheduling.
 - Strong ability to lead cross-functional teams and manage multiple projects simultaneously.
 - Excellent communication skills, with experience in stakeholder management and client relations.
 - Proficiency in Microsoft Office Suite; familiarity with construction management software (e.g., BuilderTrend) is a plus.
 - Knowledge of building codes, safety regulations, and sustainable construction practices.
 - Ability to interpret architectural plans, technical documents, and financial reports.
 - Valid driver's license and insurability required.
 - Certifications such as MSD EPSC and EPA Lead RRP are advantageous.
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Work Environment & Physical Requirements

- Primarily office-based with periodic visits to construction sites to monitor progress and conduct inspections.
 - Ability to work in varying environmental conditions including outdoor site visits.
 - Must be able to perform physical activities such as walking, climbing, and inspecting construction areas as needed.
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River City Housing is an Equal Opportunity Employer committed to diversity and inclusion. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.