



<b>JOB VACANCY ANNOUNCEMENT</b>	
<b>TO:</b>	All eligible and interest parties
<b>DATE:</b>	May 4, 2026
<b>JOB TITLE/STATUS/LOCATION</b>	Capital Projects Manager/Superintendent
<b>SCHEDULE:</b>	Monday – Friday, 8:00 am – 4:30 pm
<b>PAY RATE:</b>	\$90,000 – 105,000/year
<b>DEADLINE TO APPLY:</b>	Until filled

## **Position Summary**

The Capital Projects Manager / Superintendent oversees planning, execution, field supervision, and close-out of Housing Authority Capital Fund projects, modernization activities, and property improvements. This role serves as both the on-site superintendent and the administrative project manager responsible for ensuring projects are completed on time, within budget, safely, and in compliance with HUD regulations, procurement requirements, labor standards, and quality expectations.

This position requires strong construction management skills, excellent communication with contractors and residents, and the ability to coordinate multiple projects across the Authority's housing portfolio.

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## **Key Responsibilities**

### **Project Management & Planning**

- Oversee all phases of Capital Fund and modernization projects, including planning, design coordination, bidding, contract award, construction, and closeout.
- Prepare and maintain project schedules, budgets, scopes of work, and progress reports.
- Coordinate with architects, engineers, consultants, and HUD as needed.
- Assist with preparing specifications, bid documents, and procurement requests in accordance with 2 CFR 200 and HUD guidelines.

### **Field Supervision / Superintendent Duties**

- Serve as on-site supervisor for construction activities across developments.
- Conduct daily/weekly site inspections and document progress, issues, and delays.
- Ensure contractor compliance with plans, specifications, change orders, and workmanship standards.
- Maintain strong safety oversight and ensure all OSHA and site-specific safety requirements are followed.

- Verify quantities, installed work, and completion for payment approvals.

### **HUD, Davis-Bacon, and Compliance Responsibilities**

- Ensure adherence to HUD Construction Standards, Capital Fund regulations, and Public Housing modernization guidelines.
- Monitor Davis-Bacon wage compliance, certified payrolls, labor interviews, and reporting requirements.
- Maintain accurate project documentation for audits, HUD reviews, and funding alignment.

### **Contract Administration**

- Track RFIs, submittals, change orders, and contractor pay applications.
- Assist with dispute resolution, claims avoidance, and contract enforcement.
- Recommend necessary change orders and negotiate fair pricing.

### **Stakeholder Communication**

- Coordinate with property management teams to minimize resident disruption.
- Provide clear updates to leadership, contractors, residents, and community partners.
- Attend progress meetings and prepare weekly/monthly project status reports.

### **Budget & Cost Control**

- Monitor project financials and ensure alignment with grant budgets.
- Prevent cost overruns by proactively identifying risks and implementing corrective actions.
- Participate in annual CFP planning and capital needs assessments

### **Close-Out & Quality Assurance**

- Conduct punch-list inspections with architects and contractors.
- Oversee commissioning, warranty documentation, and final acceptance.
- Ensure all HUD close-out documentation is complete, accurate, and submitted on time.

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## **Required Qualifications**

- Bachelor's degree in Construction Management, Engineering, Architecture, or related field (equivalent experience considered).
  - 5+ years of construction project management and/or superintendent experience.
  - Experience with multi-unit residential, public housing, or government-funded construction projects.
  - Working knowledge of construction trades, cost estimating, scheduling, and field coordination.
  - Strong familiarity with plans, specifications, codes, and construction best practices.
  - Valid driver's license; ability to travel between sites.
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## Preferred Qualifications

- Experience with HUD Capital Fund Program, Public Housing modernization, or LIHTC rehab.
  - Knowledge of Davis-Bacon wage regulations and certified payroll compliance.
  - Familiarity with public procurement processes (2 CFR 200, competitive bidding).
  - OSHA 10 or OSHA 30 certification.
  - Professional certifications such as PMP, CCM, CQM, or construction trade licenses.
  - Experience working with architects, engineers, and municipal inspectors.
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## Physical Requirements

- Frequent site visits, walking, climbing ladders, and exposure to active construction conditions.
  - Ability to lift up to 30 lbs., work outdoors, and inspect multi-floor buildings.
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## Work Environment

- Mix of office, construction sites, occupied residential units, and outdoor environments.
- Regular interactions with residents, contractors, and Authority personnel.

**To apply, you must submit your letter of interest or resume via email to [vinam@harrisburghousing.org](mailto:vinam@harrisburghousing.org)**