NOTICE OF EMPLOYMENT OPPORTUNITY

Job Title: Construction Manager
Location: Chicago
Department: Development
Reports To: Senior Director of Development
Position Type: Full Time
FLSA: Exempt

Job Overview:
Supervises, coordinates, and directs the activities of assigned Construction, interfaces with other Departments and public agencies and oversees the field work of consultants and contractors responsible for the completion of assigned Development projects. Assists with overseeing and scheduling necessary projects to appropriately maintain the campus. Determines budgets/cost estimates for potential projects and reviews contractor change order requests for viability.

Key Responsibilities:

- Assists in overseeing assigned Development projects ensuring compliance with general requirements, specifications, and regulatory rules as well as prioritization of projects and scheduling /monitoring deadlines.
- Assists with developing 5-, 10-, and 30-year capital plans in coordination with the Development and Operations teams.
- Assists with communication with public agencies and intergovernmental entities for assigned construction projects when needed.
- Schedules, attends and chairs project meetings with construction teams and potentially with public agencies for assigned Development Department projects.
- Receives correspondence from construction teams and potentially public agencies and prepares necessary responses.
- Assists the Senior Director and Development team in construction related matters; may represent the Sr. Director as needed and/or directed.
- Supervises construction management for assigned Development Department projects and oversees related project construction Consultants.
- Interfaces with all Departments of the Authority involved with or affected by Development projects on construction related matters.
- Coordinates with and assists the Development team to provide input on constructability, cost, and schedule for design or construction requests for proposals, contracts, and projects.
- Oversees the administrative, quality control, coordination, testing, training, scheduling, permit, punchlist, closeout, change orders and associated items relating to the construction aspects of assigned Development projects.
- Oversees payment aspects of assigned construction projects.

- Determines budgets and cost estimates for potential and upcoming projects for the Development and Operations department to secure funding. Analyzes contractor change order requests to determine accuracy for approval.
- Performs other job-related duties as assigned.

Qualifications:

- H. S. diploma or equivalent; Bachelor's degree or higher in engineering, architecture, construction management or related field required.
- Minimum of 10 years of professional experience as an engineer, architect, or construction manager in the construction of major building projects.
- Demonstrates excellent problem solving/analytical skills.
- Ability to interpret and/or create detailed technical reports, Requests for Proposals, and/or contracts relating to construction projects.
- Extensive knowledge of the principles, ways and means of construction methods and techniques of architectural, structural, plumbing and specialties disciplines in construction projects.
- Ability to comprehend construction documents including, but not limited to, drawings and specifications.
- Excellent verbal and written communication and interpersonal skills.
- Proficient with computer programs commonly utilized in the construction industry. Proficient in construction cost estimating, scheduling and budget preparation.

NOTE: Selection will be based on an evaluation of applicants' training, skills and experience.

Pay
$110,000 - $120,000
Job Type
Full-time
Shift Schedule
Days may vary based on business demands
Work setting
In person office environment
Benefits:
Dental Insurance
Health Insurance
Life Insurance
Vision Insurance
Long-Term Disability Insurance
Deferred Comp & Matching
PTO

Please submit resumes and cover letters to HR@mpea.com
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