



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting resumes for the position of

MANAGER OF HOUSING CONSTRUCTION & PHYSICAL DEVELOPMENT

Salary: \$71,666.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, cover letter and three (3) professional references (name, title, business/company name, and contact information), to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Friday, November 4, 2016.

GENERAL STATEMENT OF DUTIES:

The Manager of Housing Construction & Physical Development shall assist in the development of all housing and physical development proposals and shall implement all housing and physical development projects according to HOME, CDBG and all other applicable federal regulations and requirements set forth by the City of Bridgeport.

ESSENTIAL FUNCTIONS:

Provides technical and conceptual assistance to the Department in preparing housing and physical development proposals; provide technical assistance and supervision ensuring all appropriate regulations are followed; assists in writing and assembling housing and physical development contracts; assists in the preparation of plans and specifications; works closely with the Purchasing Department regarding contract compliance for bidding and awarding jobs; monitors construction; authorizes payments to contracts; responsible for timely completion of all projects.

The Manager of Housing Construction & Physical Development is responsible for final review of all phases of any construction project which includes but is not limited to allocations, A/E drawings, specs, contract, construction documents, payments and change orders.

This position is responsible for monitoring construction progress, attends job meetings, determines schedules, priorities, deadlines, etc.

Prepares progress reports on all housing and physical development projects; handles project related problems as required by management of the Department.

Provides assistance to agencies involved in housing and/or physical development projects funded by the Department of Central Grants & Community Development.

Performs related work as required.

QUALIFICATIONS:

- Bachelor's Degree in urban or general planning, architecture, landscape architecture or a suitably related field.
- A minimum of five years of housing and physical development construction monitoring experience.
- Working knowledge of federal housing and community development programs.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103