

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: ENGINEERING & CONSTRUCTION

POSITION: CONSTRUCTION ADVISOR

POSITION SUMMARY

This position is for a Construction Advisor in the Engineering & Construction Department at the Urban Redevelopment Authority of Pittsburgh (URA). The Construction Advisor is responsible for ensuring that construction work financed by the URA is performed in accordance with established department practices, procedures and guidelines. Responsibilities include presenting the Department of Housing construction programs, procedures and guidelines to contractors and homeowners. The Construction Advisor reports to the Construction Division Manager.

The successful candidate will have a strong construction and complex design background. The candidate must be a hands-on, participative project manager who will lead and work on an internal team.

The URA is the City of Pittsburgh's economic development agency, committed to creating jobs, expanding the City's tax base and improving the vitality of businesses and neighborhoods.

ESSENTIAL FUNCTIONS

- Negotiate bids with homeowners, contractors and developers
- Prepare scopes of work and work write-ups, review work in place during construction, and perform stage and final inspections
- Participate in dispute resolution when difficulties on projects arise
- Provide guidance to other construction advisors and assure the smooth flow of necessary documentation
- Inspect construction work performed through URA programs
- Prepare construction specifications utilizing Housing Developer Pro Software
- Work with URA staff to ensure that the contractor's scope of work is financially feasible
- Meet with clients and contractors to explain program goals and procedures
- Oversee the construction aspects of a project from development of specifications to completion, including inspecting and verifying conformity to building and health codes and safety regulations
- Authorize payments to contractors and developers; Perform final inspections, monitor demolition and property management projects
- Perform other duties as required

QUALIFICATIONS

- High School Diploma and Valid PA driver's license
- Completion of a training program in the building trades and at least three years' experience in building, construction or rehabilitation
- Any person hired for this position must successfully pass, within two years of employment, the appropriate exams pertaining to building inspections according to International Code Council.

- Any person hired for this position must become certified as a “Lead Supervisor” and obtain other lead based certifications as required within six months of employment as part of the Authority’s Lead Based Paint initiative.
- Any person hired for this position must also become certified as a "Healthy Home Assessor" within six months of employment
- Excellent verbal and written skills required
- Excellent customer service and team player skills required
- Effective communication skills and team building skills required
- Microsoft Word/Excel skills
- Time Management skills essential
- Another combination of education, experience, knowledge and abilities demonstrating the qualifications necessary to perform the duties of this position would also be considered.
- **City residency is a condition of employment**

SALARY

Range: \$60,000 - \$65,000

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.

AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.

Please email resume and letter of interest to:

Columbus C. Brooks, GCDF
Human Resources Manager
Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 12th Floor
Pittsburgh, PA 15219
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