

CITY OF BUFFALO URBAN RENEWAL AGENCY
Notice of Vacancy

JOB TITLE: PROJECT MANAGER
GRADE: 26U
SALARY: \$57,058 – \$59,099
LOCATION: 920 City Hall, Buffalo NY

DATE: November 16, 2023
NO. OF POSITIONS: One (1)
HOURS OF WORK: 8:30 AM – 4:30 PM

GENERAL STATEMENT OF DUTIES:

This Project Manager position will be responsible for implementing a range of private and public projects from pre-development through construction completion, including but not limited to, public facility improvement projects such as public buildings, parks, streets and sidewalks. The Project Manager will serve as the primary BURA point person and be responsible for ensuring the on-time and on-budget completion of all assigned projects. Ensures compliance with contract plans, specifications and requirements of the State of New York and City of Buffalo, as well as all Federal guidelines such as under Community Development Block and HOME Grants. Project Manager must have the ability to work both as part of a team and independently on complex assignments.

- Performs project management functions for the agency's projects; duties include project development, writing contracts, designing scope of work, cost estimating, coordinating pre-bid meetings and bid openings, coordinating pre-construction meetings, ensuring compliance with contract provisions, disbursement of funds and problem definition/solution.
- Coordinate bid and qualifications processes to select architects and general contractors and subcontractors. Negotiate contracts and monitor contract compliance.
- Oversee project design development and preparation of project plans and specifications.
- Tracking, monitoring and troubleshooting projects through pre-construction, construction and permanent conversion.
- Reviewing project documents for accuracy in regards to program policy and negotiated deal terms.
- Develop project schedules, plan materials, and purchase orders, ensuring work is within project scope.
- Reviewing and overseeing Phase I site investigations and Phase II site assessments as required.
- Provide task lead experience and project management assistance with environmental permitting (local, state and federal) and compliance support.
- Conduct site inspections to monitor work progress and environmental compliance in the construction phase.
- Perform related work as required.

QUALIFICATIONS:

Education: Master's Degree in Architecture, Planning, Urban Design or BS Degree in Construction Management, Planning, or a related field, plus up to three or more years of work experience in a real estate development or related field; urban planning, architecture, construction, finance, property management, Business Administration & Management.

- Possess excellent verbal and written communication skills and have a process improvement oriented mindset.
- Background in construction, engineering concepts and business administration
- Familiarity of Planning and Zoning Board policies at the City, State and Federal levels.
- Experience with project and program coordination: consultants, contractors, lenders, governmental agencies, and clients.
- Experience with varying urban design concepts.
- Project management experience.
- Possesses excellent computer skills and the ability to work on several projects simultaneously and independently.
- In addition, the successful candidate must be highly ethical, detail oriented, flexible and personable, and be comfortable with a supervisory role.
- Demonstrated experience working with minorities and various other community groups.
- This position has daily offsite responsibilities.

The Project Manager will report to Senior Director of Programs or as assigned.

START DATE:

Immediately

RESIDENCY REQUIREMENT:

As a condition of employment, appointee must establish and maintain residency within the City of Buffalo during their tenure of employment. Residency must be established within 3 months of starting date of employment.

Cover letter and resume should be submitted by 4:30 pm (EST) Friday, December 8, 2023 to the attention of Scott C. Billman, BURA General Counsel via email to GAlessi@hrbuffalo.com.