



PROJECT MANAGER SPECIALIST

If you are willing to take on challenging and diverse assignments with a commitment to performance and quality, then Arundel Community Development Services, Inc. wants you to join its team!

Arundel Community Development Services, Inc. (ACDS) is a private, nonprofit corporation established by Anne Arundel County to create and retain affordable housing opportunities, as well as to ensure the efficient delivery of community development services to those most in need. ACDS oversees and manages residential rehabilitation, new construction, energy efficiency retrofits and property maintenance throughout Anne Arundel County.

Summary

ACDS is seeking a Project Manager Specialist whose responsibilities includes assisting in the development and implementation of projects, activities, and programs that meet the housing and community development needs of the County. Under the Property Rehabilitation Program the Project Manager Specialist is responsible for: conducting building inspections to identify deficiencies and evaluate existing conditions; identify life safety and zoning code violations; monitor compliance with Local, federal and State regulations; identifying the existence of environmental hazards; determining the potential for property rehabilitation or reconstruction; and overseeing construction process. The Project Manager Specialist position offers tremendous opportunity for professional growth in the housing and community development field. The position offers tremendous opportunity for professional growth in the housing and community development field.

Job Description

General responsibilities include providing overall project management administrative duties; development of scopes of work; preparing construction contract documents; overseeing construction projects; and repair and maintenance activities. Specific responsibilities include record keeping and documentation; overseeing contractor procurement through competitive public bidding process; conducting housing quality standards inspections; and preparation of project budgets and cost estimates.

Qualifications

The Project Manager Specialist position requires a Bachelor's Degree in a closely related field, three years of residential construction experience; training and experience which provides the necessary knowledge, skills and abilities. Successful candidates will have demonstrated knowledge of managing residential rehabilitation activities. Strong interpersonal, writing and record keeping skills, and the ability to successfully direct construction projects, are highly desirable.

Salary /Benefits

Salary range from upper 50's to low 60's depending on experience. ACDS offers an excellent benefits package including health insurance, retirement plan and free parking.

Location: Annapolis, Maryland

Scheduled Hours: Full-time 40 hours (salary exempt position)

How to Apply

Please include cover letter to:

Human Resources
Arundel Community Development Services, Inc.
2666 Riva Road, Suite 210
Annapolis, MD 21401
Or, email to hrresumes@acdsinc.org
Or, Fax (410) 222-7619

An Equal Opportunity Employer

Posted July 30, 2021