

## **Job description**

Multifamily Housing Real Estate Development Owner's Representative: Advise clients in regards to building construction design, logistics, schedule, cost impacts, constructability issues, and schedule implications on projects across a wide range of size, scope and complexity. Act as client's representative overseeing all aspects of construction on behalf of the Owner.

***NOTE: A very strong background in multifamily housing and particularly Low Income Housing Tax Credit (LIHTC) construction management is required. (not single family)***

## **Responsibilities and Duties**

### Concept / Schematic Phase:

- Provide technical construction management support to the development team.
- Provide technical expertise in materials, products, techniques and procedures.
- Review the general contractor's project schedule for logic and accuracy.
- Review the conceptual budget from the general contractor and identify strategies to achieve development budget.
- Review due diligence reports from the owner's consultants.

### Construction Documents:

- Review progress of construction documents and budget at each schedule milestone.
- Provide feedback on constructability and identify potential schedule impacts.
- Lead value engineering exercises as required.

### Permitting / Pre Construction Phase:

- Meet with city departments and monitor permit review progress and acquire all required approvals and permits.
- Review plans and specifications to assure a complete scope of construction is captured and identified.
- Finalize construction budget with the general contractor.
- Review the general contractor's qualifications and assumptions and provide feedback to the owner.
- Participate in contract negotiation with the general contractor.

### Construction Phase:

- Attend weekly owner, architect, and general contractor project meetings.
- Attend weekly meetings with the general manager and tenant coordinator of the existing building to coordinate tenant relocations and upcoming construction activities.
- Hire owner consultants required for testing and inspections
- Participate in the general contractor's subcontractor scope review meetings
- Review and approve the general contractor's subcontractor approval letters.
- Review all testing reports from the geotechnical engineer, material testing, commissioning agent and special inspectors.

- Review all requests for information and monitor response.
- Review all submittals and monitor approval.
- Prepare monthly construction update.
- Create and maintain a detailed cost report and monthly forecast.
- Coordinate Commissioning and LEED inspections and reporting.
- Coordinate with and monitor the contractor quality of work.
- Review general contractor's monthly requisition for payment including verification of stored materials and subcontractor lien releases.
- Review all change order requests, allowances, and owner change orders for approval.
- Review all project close-out documents with the general contractor and owner prior to contract closeout.

Qualifications:

- Multifamily housing experience in the Massachusetts area
- Extensive knowledge of project management process
- Bachelor's degree
- Minimum of 10-15 years of experience working with either a real estate developer, general contractor or in a construction management role.
- Well organized, independent, well rounded, effective communicator who is able to direct and motivate the owner, design and construction team.
- City of Boston experience preferable