The Virgin Islands Territorial Emergency Management Agency is seeking qualified applicants for the following position:

CONSTRUCTION PROGRAM MANAGER

Under the general supervision of the Deputy Director of Logistics, the Construction Program Manager performs highly responsible work involving the inspection of the Wind Retrofit and Safe Room Construction Project to determine progress and ascertain contractors’ compliance with construction plans and specifications. Work also involves planning, assigning, directing and inspecting the work of departmental construction crew to ensure that performance of work is in accordance with plans and specification. Work is reviewed for compliance to established guidelines, policies, and procedures. This position requires a confidential relationship to a policymaker.

ESSENTIAL FUNCTIONS:

➢ Manages the day-to-day operations of a grant-funded construction project in the applicable district and oversees the entire project from design to construction completion and grant closeout.
➢ Plans and monitors construction program/project objectives; documents requirements and communicates job expectations; initiating, coordinating, and enforcing systems, policies, and procedures.
➢ Confers with and directs supervisory personnel subcontractors engaged in planning and executing work procedures as well as interpreting specifications and coordinating all phases of construction to prevent delays.
➢ Collaborates with supervisory and engineering personnel, inspectors, suppliers of tools and materials and others to resolve construction problems and to improve construction methods.
➢ Manages contracts with vendors and suppliers by assigning tasks and communicating expected deliverables by utilizing GVI best practices, techniques, and maintain grant requirements and standards throughout entire project execution.
➢ Completes project by predicting resources needed to reach objectives and manages resources in an effective and efficient manner with stakeholders.
➢ Conducts regular scheduled site visits to monitor project activities and progress to verify and certify results towards completion using a comprehensively detailed project schedule and work plan.
➢ Accomplishes financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances and initiating corrective actions.
➢ Tracks project costs in order to meet budget limitations noted in the grant award, and budget based on scope of work and resource requirements.
➢ Develops scope of work for change orders for management approval and ultimate submission to grant authority for consideration.
➢ Measures project performance to identify areas of concern or need for improvements, monitors progress, and make adjustments as needed.
➢ Provides the team with a vision of the project objectives; and provides assistance with accomplishing related tasks as needed.
➢ Facilitates problem solving and collaboration.
➢ Certifies contractual activities/invoices for payment approval and processing.
➢ Ensures compliance with safety regulations, all local and/or national building codes and standards as well as FEMA guidelines and reporting requirements.
➢ Keeps all stakeholders aware of the progress on projects and prepare progress reports regularly, including regular quarterly reports required.
➢ Performs other related work as assigned

QUALIFICATIONS:

➢ BSC/BA degree in Architecture, Building Science, Engineering, Construction Management, or a closely related field and two (2) years of work experience in construction management, planning, development, and managing budgets for construction projects. AS degree in Architecture, Building Science, Engineering, Construction Management, or a closely related field and four (4) years of work experience in construction management, planning, development, and managing budgets for construction projects. High School Diploma or its equivalent and six (6) years of work experience in construction management, planning, development, and managing budgets for construction projects. Certified Project Management Professional or an equivalent certification preferred.
➢ Knowledge, Skills, and Abilities, not all inclusive: Knowledge of federal disaster relief programs and authorities under P.L. 93-288, the National Response Framework, the National Disaster Recovery Framework, and the hazard reduction requirements and initiatives of the National Flood Insurance Program. Extended knowledge of the Hazard Mitigation Grants Program, Pre-Disaster Mitigation, Flood Mitigation Assistance and the FEMA Mitigation program mission and functions to plan, coordinate and integrate...
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CONSTRUCTION PROGRAM MANAGER

floodplain management and hazard mitigation into project implementation. Knowledge of Federal grant program policy and guidelines. Knowledge of a variety of trade and craft processes sufficiently broad to recognize acceptable construction practices. Skilled in Project Management Software. Ability to maintain technical knowledge reviewing professional publications, establishing and maintaining personal networks, benchmarking state-of-the-art practice and participating in professional societies.

**SALARY:** $90,000 per annum depending on qualifications.

**APPLICATIONS INSTRUCTIONS AND PROCEDURES:**

Interested applicants are asked to submit a cover letter and resume to merlinda.philomene@vitema.vi.gov on or before **July 22, 2022, at 5:00 p.m.** Please be sure that your email subject line reads **Construction Program Manager Applicant.**