



JOB POSTING

Facilities Improvement Manager

The Housing Authority of the City of Bloomington, Illinois seeks applicants for the position of Facilities Improvement Manager. This position will oversee renovation and building improvement projects at Housing Authority facilities using federal Capital Fund Program (CFP) grants and operating funds. The Housing Authority owns and manages 607 apartments in 68 buildings at ten HUD-assisted public housing sites in Bloomington, Illinois.

The Facilities Improvement Manager will assess facility needs, develop project scopes of works and budgets, manage building improvement projects conducted by outside contractors and vendors, work with architects and engineers, maintain accurate project files and reports, provide long-range facility planning, and consult on building maintenance practices. The Facility Improvement Manager will follow procurement procedures to secure contractors, materials, and equipment needed for building improvement projects.

The position requires a bachelor's degree with coursework in construction management, business administration, or a related field and extensive work experience in maintenance management, capital improvement planning and/or construction-related grant administration. A minimum of eight years of experience in construction management is required. Technical certifications and other demonstrated proficiency may be accepted in lieu of a degree.

The Facilities Improvement Manager will be required to exercise independent judgment, manage multiple construction projects, and ensure compliance with detailed federal regulations. Ideal candidates will be proficient in Microsoft Office software, detail-oriented, have strong written and verbal communication skills, be a team player, and maintain good tenant relations. A valid Illinois driver's license is required.

The anticipated starting salary range for the Facilities Improvement Manager position is \$60,000 to \$72,000/year, depending on experience and qualifications. A comprehensive benefits package including health insurance and generous employer-funded retirement plan is also offered.

Qualified candidates for the Facilities Improvement Manager position should submit a resume and cover letter to Jeremy Hayes, Executive Director, 104 E. Wood Street, Bloomington, IL 61701 via email at kristineg@bloomingtonha.com. Candidates are encouraged to apply by May 25, 2023, but resumes will continue to be accepted until the position is filled. The Housing Authority of the City of Bloomington is an equal opportunity employer (EOE).