St. Louis Equity Fund, Inc. (SLEFI) seeks **CONSTRUCTION MANAGER**

*Background:*

St. Louis Equity Fund is an investor in affordable rental housing developments funded through the Low-Income Housing Tax Credit program. Since its formation in 1988, the St. Louis Equity Fund has raised more than $442 million of capital which has produced approximately 4,842 housing units having a total estimated development cost of $660 million.

*Position Summary:*

The **Construction Manager** provides direction and the overall construction management of all real estate assets of the company. The Construction Manager manages the projects on behalf of the company from initial approval through the complete construction process including the review of project budgets, construction schedule, construction progress, and prepares monthly development construction progress reports. This individual will also perform periodic site visits and inspections, prepare capital needs assessments and solicit proposals for site improvements.

*Responsibilities:*

* Review and maintain all necessary construction documentation, assuring a consistent, sufficient and cost-effective construction management process
* Review and maintain project schedules
* Incorporate best practices regarding standard technical specifications and construction details for the company’s project investments
* Prepare recommendations for capital improvements and maintenance projects that are managed by the company
* Monitor the entire construction phase, including adherence to the approved plans and specifications construction inspections, scheduling and attending progress meetings, change orders, resolving issues of material and workmanship standards and compliance with all applicable health, safety, and building codes
* Attend final construction inspection meetings, assuring the project’s completion and final acceptance including necessary warranties, punch lists and retainages
* Schedule and coordinate project meetings with appropriate staff and development team as needed
* Perform miscellaneous job-related duties as assigned.
* Meet with Asset Management staff regarding the transition from construction to operational status
* Monitor insurance claims process related to real estate portfolio
* Coordinate annual/biennial inspections to coincide with MHDC or other state agency inspections
* Monitor State agency inspections and follow-up with management companies/general partners to ensure all physical items are resolved and inspections are closed out
* Support SLEFI’s Asset Management Department as needed, including estimating/bidding/ facilitating contracts for improvement initiatives for any existing assets within the portfolio
* Ensure compliance with annual maintenance programs and unit inspections of project investments

*Educational Requirements:*

* Education: A Bachelor’s Degree from an accredited college or university in architecture, engineering,
architecture, construction management or a closely related field; and
* Ten years of full-time experience in the construction industry inspecting and managing projects

The position offers a competitive salary and comprehensive benefit program.

To apply, please forward your resume to: jobopportunity@slefi.com