

HK || HallKeen

Job Title: Construction Manager

Location: Massachusetts-based with regional travel

Reports To: Vice President of Acquisitions & Development

Position Summary:

A growing owner, developer, and management company specializing in multifamily affordable housing is seeking an experienced and highly organized Construction Manager to oversee rehabilitation, capital improvement, and ground-up affordable housing construction projects.

This position serves as the company's on-site and field representative during all phases of construction and redevelopment activities, ensuring projects are delivered safely, on schedule, within budget, and in compliance with all affordable housing, financing, regulatory, and quality standards.

The ideal candidate will possess strong construction management experience, preferably within affordable housing, LIHTC, HUD, Section 8, public financing, occupied rehabilitation, and multifamily asset preservation projects. The role requires collaboration across development, property management, finance, asset management, municipal agencies, architects, engineers, and contractors.

Key Responsibilities:

Construction & Project Oversight

Manage day-to-day field operations for multifamily affordable housing construction and rehabilitation projects.

Serve as the owner's representative during preconstruction, construction, punch list, closeout, and warranty phases.

Monitor construction progress to ensure adherence to approved schedules, budgets, scopes, and quality standards.

Conduct routine site visits and inspections to verify workmanship, safety compliance, staffing levels, and project sequencing.

Coordinate with general contractors, subcontractors, consultants, and vendors to resolve construction issues proactively.

Review contractor schedules and identify potential delays or risks impacting project delivery.

Track and document project milestones, deficiencies, change orders, RFIs, submittals, and field directives.

Oversee occupied rehabilitation work to minimize disruption to residents and maintain safe living conditions.

Ensure projects comply with company standards, local building codes, ADA/Fair Housing requirements, energy efficiency standards, and lender/investor requirements.

Budget & Financial Management:

Assist with development and evaluation of project budgets during underwriting and predevelopment phases.

Review contractor pay applications, lien waivers, requisitions, and backup documentation for accuracy.

Monitor project costs against approved budgets and identify potential overruns or savings opportunities.

Evaluate and negotiate change orders with contractors and consultants.

Coordinate with accounting and development teams regarding draw submissions and lender requirements.

Support value engineering efforts while preserving long-term asset quality and operational efficiency.

Affordable Housing Compliance Coordination:

Ensure construction activities comply with affordable housing program requirements including, but not limited to, LIHTC, HUD, HOME, CDBG, Section 8, EOHLC, MassHousing and other state agency standards.

Coordinate required inspections with lenders, housing finance agencies, and regulatory agencies. Support Davis-Bacon compliance coordination when applicable.

Maintain organized project records for financing partners, audits, agency reviews, and investor reporting.

Predevelopment & Design Coordination:

Participate in design development and construction document review processes.

Coordinate constructability reviews with architects and engineers.

Assist in permitting, bidding, contractor procurement, and scope development.

Review plans and specifications for completeness, cost efficiency, and operational practicality.

Provide input regarding building systems, long-term maintenance considerations, and resident impacts.

Stakeholder & Resident Coordination:

Collaborate closely with property management teams during occupied renovations and capital improvement projects.

Assist with resident communication plans regarding construction schedules, temporary relocations, and safety procedures.

Maintain professional relationships with municipal officials, inspectors, neighborhood groups, and community stakeholders.

Represent the company at construction meetings, agency meetings, and public presentations as needed.

Reporting & Documentation:

Prepare regular construction progress reports for internal leadership, lenders, investors, and ownership partners.

Maintain detailed project documentation including meeting minutes, inspection logs, schedules, budgets, and photographic progress records.

Track warranty issues and coordinate resolution with contractors' post-completion.

Ensure timely project closeout including final inspections, punch lists, certificates of occupancy, warranties, and as-built documentation.

Qualifications

Required Qualifications

Bachelor's degree in Construction Management, Engineering, Architecture, Real Estate Development, or related field preferred; equivalent experience considered.

5+ years of construction management experience in multifamily housing, affordable housing, or commercial real estate development.

Experience managing rehabilitation and/or ground-up multifamily construction projects.

Strong knowledge of construction methods, building systems, sequencing, budgeting, and scheduling.

Familiarity with affordable housing financing and regulatory environments.

Experience reviewing plans, specifications, contractor requisitions, and change orders.

Ability to read and interpret architectural and engineering drawings.

Strong organizational, communication, and problem-solving skills.

Proficiency in Microsoft Office, Excel, project management software, and construction documentation platforms.

Valid driver's license and ability to travel.

Preferred Qualifications:

Experience with LIHTC, HUD, Section 8, RAD, public housing redevelopment, or historic rehabilitation projects.

OSHA certification and/or construction safety training.

Experience with occupied rehab and resident coordination.

Familiarity with Procore, Real Page, MRI, Microsoft Office 365, Smartsheet, Bluebeam, or similar platforms.

Knowledge of sustainable building practices and energy-efficient multifamily systems.

Core Competencies:

Project Leadership

Construction Scheduling & Coordination

Budget Management

Vendor & Contractor Management

Affordable Housing Compliance Awareness

Communication & Relationship Management

Attention to Detail

Risk Mitigation & Problem Solving

Time Management & Prioritization

Work Environment & Physical Requirements:

Combination of office, construction site, and field-based work environment.

Frequent travel to construction sites and properties throughout the portfolio.

Ability to walk active construction sites, climb stairs/ladders, and work in varying weather conditions.

Occasional evening meetings or emergency site visits may be required.

Compensation & Benefits:

Competitive salary commensurate with experience.

Annual performance bonus eligibility.

Health, dental, and vision insurance.

401(k) with company match.

Paid time off and holidays.

Mileage reimbursement.

Professional development and industry training opportunities.

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