

**Title: Construction Document Examiner**

**Job Type:** Non-Exempt  Exempt

**Division: Technical Services**

**Job Grade: 5**

**Reports to: Manager of Architecture and Engineering**

### **Job Purpose**

This position assures that decent, safe and sanitary rental housing is built and maintained to regionally acceptable standards for residents of Pennsylvania.

### **Essential Functions**

1. Conduct thorough architectural reviews of drawings and specifications for developments seeking PHFA resources, from application to loan closing, for compliance with the Agency's architectural and design requirements.
2. Provide written comments to architects, developers, and other agency staff upon completion of each review.
3. Participate on Development Team(s):
  - a) Complete comprehensive review of assigned applications and report results to development officer and other agency staff
  - b) Review application costs for reasonableness.
  - c) Coordinate actions and project decisions with mechanical/electrical and environmental review staff.
  - d) Attend Development and Pre-Commitment meetings for assigned developments, participate in decision making and provide input as requested.
  - e) Travel to project sites when requested.
4. Verify that all design related threshold and selection criteria certified in the loan application are included in the contract documents.
5. Review all Financial Pro Forma project descriptions for accuracy of data.
6. Coordinate with Development and other A&E staff to ensure that projects are ready for closing.
7. Coordinate architectural reviews with mechanical and electrical portions of review.
8. Review contract documents submitted for loan closing for completeness. Coordinate with Environmental/Site Specialist to ensure site survey, legal description, and Surveyor's Report have been reviewed and approved. Assist Legal staff as requested during closings.
9. Knowledge of State and Federal Housing Programs, i.e., the federal HOME program.

10. Be familiar with visitability and accessibility requirements, including Section 504 of the Rehabilitation Act of 1973, Fair Housing Act Design Manual, ADA Accessibility Guidelines, ANSI A117.1 and other applicable codes and regulations, and recommend standards of the agency. Assist those in-house and outside the agency regarding accessibility requirements.
11. Knowledge of the Pennsylvania Uniform Construction Code.
12. Interpret drawings and specifications for staff.
13. Maintain the general process of the jobs and travel to site as necessary.
14. Assist the Technical Services' Representatives in review of change orders and resolution of design conflicts during the construction phase.
15. Assist Director of Technical Services and Manager of Architecture & Engineering in reviewing proposed improvements to existing projects as requested.
16. Review construction costs for accuracy, reasonableness and completeness.
17. Review construction and architectural contracts for accuracy, completeness, and compliance with agency requirements.
18. Assist in updating of the Agency's design and construction standards.
19. Other duties as assigned.

### **Job Requirements**

**Education:** Bachelor or Associate Degree in Architecture, Architectural Engineering, or related field.

**Experience:** A minimum of three to five years of professional experience in Architecture or related field, such as Engineering, Planning, or Construction.

### **Knowledge/ Skills:**

1. Knowledge and practical experience in the design and construction of multifamily housing.
2. The ability review drawings and specifications for technical correctness and design merit on a detailed as well as a broader conceptual basis.
3. Knowledge of building and zoning codes
4. Knowledge of procedures to obtain permits and approvals from state and local authorities.
5. Knowledge of Federal and State Regulations pertaining to the physically disabled, visitability, adaptability, and accessibility, and accessible housing
6. Effective oral and written communication
7. Microsoft Word, Excel, Access and Outlook is a plus.

**Travel**

None       Light       Frequent       Other:

**Working Conditions**

**Physical Demands:** Lifting/Carrying Walking Sitting Standing Other