



**Title:** Project Manager/Senior Project Manager (Preservation)  
**Direct Report:** Project Executive  
**FLSA Status:** Full-Time Exempt

---

**About Us:**

Camber Property Group (CPG) is a leader in affordable housing development. We are focused on the construction and preservation of affordable housing in the New York City metropolitan area and the greater Northeast. Our mission is to provide thoughtful, community-oriented housing solutions which combine the needs of local stakeholders and private partners. Our core belief is that by doing right by partners and stakeholders, we can solve problems, create healthy communities, and have fun doing so.

**Job Summary:**

CPG is seeking a highly motivated and experienced individual to join our construction management team as a Project Manager/Senior Project Manager in a hybrid capacity as Owners' Representative and Construction Project Manager with the ability to orchestrate the successful delivery of a complex preservation construction project. This unique role blends the strategic vision of an owner's rep with the tactical execution of a hands-on project manager, empowering the candidate to champion the owner's interests while navigating every aspect of the construction journey. This position will report to the Project Executive and will serve as a liaison with Camber's joint ventured General Contractor, Asset Management, Development, and Acquisition teams. The candidate must possess solid communication, analytical, project management, and accounting skills.

**Position Summary**

As Owners' Representative:

- Act as the owner's primary point of contact during construction, representing their interests with contractors, architects, engineers, and other stakeholders.
- Review and approve construction documents, drawings, and specifications.
- Monitor the contract budget and costs, ensuring work aligns with the owner's financial objectives.
- Analyze and manage change orders, minimizing their impact on project scope and budget.
- Oversee construction quality and adherence to contractual specifications.
- Conduct regular site inspections and report progress to the owner.
- Manage risk mitigation and address potential issues proactively.
- Facilitate communication and collaboration among all project stakeholders.

#### As Construction Project Manager:

- Coordinating and liaising with the joint ventured General Contractor.
- Overseeing all Housing Quality Standards work required for the project.
- Monitor project scope for changes affecting budget/ construction schedule.
- Perform site inspections, assess existing conditions, and create written project documents.
- When applicable, coordinate logistics and material deliveries to ensure efficient project execution.
- Ensure safety protocols are being enforced, prioritizing the wellbeing of everyone onsite.
- Knowledge of local, city, and state building codes in New York State, New York City and New Jersey as well as ADA standards.
- Knowledge of construction, engineering, procurement, industry standards and other project related activities, their interfaces, and interdependencies.
- Manage the DOB TCO/FCO process. Obtain final acceptance of the work and signoff for the completed government authorities (DOB, DEC, etc.)
- Management of the project-based accounting process – including requisitions, change orders and preparation of project draws. Review all work for accuracy and completeness.
- Identify and resolve construction problems and delays promptly.
- Prepare and submit daily, weekly, and monthly reports on progress, budget, and quality.
- Support the Project Executive in preparation for all job reporting.

#### **Required Experience:**

- 7-15 years of related project management experience.
- Affordable housing with substantial tenant in place and HQS experience.
- Experience with interior renovations, exterior work (eg. roofing, facades, balconies, windows), and upgrades to building systems (eg. Boiler rooms, switch gear, and plumbing).
- Experience reviewing construction contracts and contractor requisitions.
- Document management.

#### **Desired Experience**

- Knowledge of Procore or experience with similar software and advanced Excel knowledge.
- Experience in managing multiple projects with high intensity.
- Buyout proficiency and strong experience leveling trades.
- 10/30-Hour OSHA Construction Safety and Health Certification (will be required prior to commencing on-site work).

- 

**Qualifications**

- Bachelor’s degree in engineering, Architecture or Construction Management. Advanced degree is a plus.
- Computer knowledge and efficiency, including Microsoft Office Products.
- Ability to read drawings and specifications.
- Possess the ability to communicate effectively with various parties and work independently.
- Analyze and interpret various types of data in order to draw conclusions and solve problems.
- Self-motivated and detail-oriented individual with high level of initiative.

**Salary Range:** \$125,000 - \$225,000

**Bonus Eligible:** Yes

**Work Environment**

- This job operates primarily at an active jobsite and will require travel to corporate offices, construction sites, property management offices and prospective development/rehab properties.

**Physical Demands**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- Communicate and converse, maintain a stationary position (standing or sitting), move/traverse, kneel, bend, and reach with hands and arms for extended periods.
- Routinely use standard office equipment.
- Occasionally push and pull items weighing 15 pounds or less.
- The ability to follow written and oral instructions and procedures.

**Affirmative Action (AAP/EEO statement)**

Camber is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sex, sexual orientation, national origin, genetics, disability, age, or veteran status.

**Disclaimer**

While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. It does not limit the assignment of related duties not mentioned.

<b>Seniority Level</b>	<b>Employment Type (flexible)</b>
------------------------	-----------------------------------

Mid-Level	• Permanent: Full-Time: 40 hours per week;
<b>Industry</b> Real Estate Affordable housing development	<b>Job Functions</b> Project/Construction Management
<b>FLSA</b> Exempt	<b>Compensation</b> Based on experience

**How to Apply**

For immediate consideration, please submit your resume to [jobs@camberg.com](mailto:jobs@camberg.com) or submit it directly [here](#). No phone calls please.