

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: EXECUTIVE

POSITION: CONSTRUCTION COMPLIANCE SPECIALIST

POSITION SUMMARY

The Construction Compliance Specialist position is housed in the Performance and Compliance Division of the Urban Redevelopment Authority of Pittsburgh (URA). The position is responsible for the accurate administration and enforcement of federal/state labor standards and contract compliance requirements for all federal/state assisted construction projects funded and/or managed by the URA, and for providing assistance to auditors that review the labor compliance files. Knowledge of federal and state prevailing wage standards is required. The Construction Compliance Specialist must be able to work independently and as part of a team in accordance with well-established standards and procedures, and will be required to coordinate activities with other URA personnel, outside sources, and developers/borrowers and their contractors/subcontractors. The Construction Compliance Specialist will also be expected to learn various URA internal functions needed to complete assignments.

EXAMPLES OF REPRESENTATIVE DUTIES

- Determine applicability of federal/state wage rates for demolition and construction contracts being funded and/or managed by the URA and obtain applicable wage determinations for these projects
- Conduct preconstruction conferences to instruct developers/borrowers, contractors/subcontractors of their obligation to comply with the federal/state labor standards and contract compliance provisions
- Monitor wage certifications to ascertain that: predetermined wage rates are paid; workers are properly classified; overtime, fringe benefit and apprentice requirements are met; and payroll deductions conform with regulations
- Assist developers/borrowers in handling claims and disputes concerning labor standards/contract compliance requirements; work with contractors/subcontractors to correct any violations; and prepare any reports required as a result of violations
- Maintain project file documentation in a neat and orderly manner to attest to all administrative and enforcement activities, and assist with the periodic review by outside sources
- Perform labor compliance field inspections to verify the accuracy of certified payrolls to actual employees on payrolls
- Save URA Housing Department insurance binders and financial statements in Portfol (software used by URA)
- Enter URA Housing Department projects' key financial statements ratios into the appropriate Portfol screen
- Assist with the quarterly reconciliation of URA Housing Department program income and annual draws

- Assist with periodic reviews by external entities and regular site visits for all active projects to determine compliance with contract conditions
- Perform such other duties as may be required and assigned

QUALIFICATIONS

This position, which is at-will and non-union, requires a Bachelor's Degree in Public Administration or a related field, and a working knowledge of federal, state and local regulations pertaining to compliance, and at least 2 years' experience in a similar capacity; familiarity with URA programs is a plus. Excellent communications and problem solving skills are required as well as the ability to develop and maintain good working relationships with URA staff, borrowers, developers/contractors, and other outside sources. The position requires the ability to coordinate the activities of others. Proficiency in basic computer skills and familiarity with general office software packages such as Microsoft Office, Word, Excel, and Access is required. Training for Portfol and other databases deemed necessary to perform the duties required will be provided. Another combination of education, experience, knowledge and abilities demonstrating the qualifications listed above would also be considered.

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual preference, political and/or union affiliation. Applicants must be City of Pittsburgh residents, or become one as a condition of employment at the URA.

Please send resume and letter of interest to:

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