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**Project Manager – Detroit Building Authority  
2023 Community Development Block Grant – Disaster Recovery  
(CDBG – DR)  
(DBA #12-FL25/CPO #6007519)**

<b>Salary</b>	\$155,000 - \$165,000	<b>Location</b>	Detroit Public Safety Headquarters 1301 Third Street Detroit, MI 48226
<b>Job Type</b>	Temporary Administrative Special Service (TASS)	<b>Job Number</b>	DBA #12-FL25
<b>Department/Agency</b>	Detroit Building Authority	<b>Opening Date</b>	December 19, 2025
<b>Closing Date</b>	January 30, 2026	<b>Bargaining Unit</b>	9000-Non-Union Salary Regular Service General

The DBA was formed in 1973 pursuant to the Michigan Building Authority Act, MCL 123.951 et seq, with the City of Detroit being the incorporating entity. The DBA's function as provided under law is to acquire, furnish, equip, own, improve, operate, and maintain city facilities, including parking lots and structures, among other things.

Construction Management Services: The Detroit Building Authority (DBA) is responsible for managing large-scale capital construction projects and space planning of city-owned facilities, as determined by each respective City Department. Critical functions include; encumbering funds, managing the bid RFP/RFQ process, presenting contract awards, securing the necessary clearances, monitoring design, development, and construction for each DBA capital project, review and approve contract invoices, with final delivery and acceptance to the requesting Department.

The Detroit Building Authority (DBA) respectfully requests resumes to establish a list of potential candidates for this open position.

The U.S. Department of Housing and Urban Development (HUD) has awarded the City of Detroit, Housing and Revitalization Department, \$346,864,000 in Community Development Block Grant – Disaster Recovery (CDBG-DR) funds. This award is in response to the unmet needs (such as housing and infrastructure) of the City of Detroit as a result of the August 24-26, 2023, presidentially declared disaster for flooding and severe storms.

(<https://detroitmi.gov/departments/housing-and-revitalization-department/hud-programming-and-information/cdbg-disaster-recovery/2023-cdbg-dr-allocation>).

This position only pertains to the CDBG-DR, the Jefferson-Chalmers Stop Log Flood Mitigation Infrastructure Project \$20,000,000.

This is a demanding, fast-paced environment. Interested candidates should possess exceptional organizational skills and self-direction.

### **Background**

The mission of this project is to remove the flood plain designation from the Jefferson-Chalmers neighborhood of the City of Detroit, which consists of the properties located along the canals on Ashland Street, Scripps Street, Harbor Island, Klenk Island, Alter Road, and Conner Creek Canal. The Detroit Building Authority performs the following essential functions:

- Coordinates with all relevant City departments and agencies on the strategy for flood mitigation;
- Conducts all necessary due diligence, including the survey and inspection for hazardous materials;
- Works with the City of Detroit on the solicitation for and selection of contractors to perform all necessary services;
- Monitors and tracks field operations of contractors to ensure compliance with the applicable Scope of Services;
- Reviews documentation provided by contractors to ensure compliance with the applicable Scope of Services;
- Works with all relevant City departments to administer a disciplinary program for contractor non-compliance;
- Reports on activities of the Department and the contractors to City leadership, including Housing & Revitalization Department, the Mayor's Office, the Chief Financial Officer, and the City Council District 4;
- Works with all relevant City departments and/or agencies to respond to internal or external inquiries on issues related to flood mitigation.

### **Position Summary**

The primary function of the Project Manager is complete oversight and responsibility for all aspects of the CDBG-DR, the Jefferson-Chalmers Flood Mitigation Infrastructure Project including, but not limited to: coordination of procurement efforts, field operations, budget development, compliance with all city, state, and federal requirements; and communication with the community and City leadership. The Project Manager will be critical to fulfilling the needs of the community, compliance offices, contractors, and cost.

### **Examples of Duties**

- Assumes responsibility for the Project;
- Coordinates efforts across departments including: City of Detroit Buildings Safety Engineering and Environmental Department (BSEED), Housing and Revitalization Department (HRD), and;

- Serves as the primary point of contact for the Detroit Building Authority, Housing Revitalization Department, other department directors, City Council, and other City officials on issues related to the project;
- Develops or revises plans, policies, procedures, and processes performed by the DBA and the contractors;
- Ensures consistent application and implementation of any and all plans, policies, and procedures for the execution of work performed by the DBA and the contractors;
- Develops and maintains a strong, professional relationship with the contractors for the Program;
- Encourages and supports the development and expansion of Detroit Headquartered and Detroit-Based businesses and the inclusion and participation of Detroit residents in the Program;
- Ensures continued and expanded communication to internal and external stakeholders;
- Serves on committees and teams for special projects and initiatives.

### **Minimum Qualifications**

#### **Education**

- Bachelor's degree with specialization in architecture, construction management, engineering or a related field; MBA preferred

#### **Experience**

- Minimum of 5 years of recent experience in construction, construction management or a similar activity

#### **Knowledge & Attributes**

- Change Leadership – demonstrated performance as a change agent in the past; ability to deal well with setbacks.
- Communication – effective verbal and written communication skills at all levels of the organization, essential for the many roles you may fill: trainer, coach, and mentor.
- Project Management – knowledge of project management fundamentals; experience managing multiple projects with significant scope that cut across multiple departments or functions to successful completion

#### **Compensation**

- **Salary Range:** \$155,000-\$165,000

#### **Benefits**

Fringe Benefit Summary – Temporary Administrative Special Service Employees, (TASS), Exempt Employees Only, are eligible for the following benefits:

- **CURRENT SICK LEAVE** – Granted after (3) months of continuous service. (1) day per month, not to exceed (12) days per year.

- **VACATION** – Granted (1) day per pay period, not to exceed (20) days per fiscal year
- **PAID HOLIDAYS** – Granted if paid for 600 straight time hours in the (12) months prior to the holiday.
- **MILEAGE REIMBURSEMENT** – Granted on same basis as regular employees.
- **WORKERS COMPENSATION** – Covered by applicable laws.
- **UNEMPLOYMENT COMPENSATION** - Covered by applicable laws.
- **HOSPITALIZATION** – You are eligible to purchase healthcare benefits for yourself and your dependents under a group rate. **You will be responsible for the full premium; no employer contribution will be applied.** Please review the Health Care Plan Options Booklet for more detailed information.
- Temporary Administrative employees are not eligible for the following benefits:
  - PENSION
  - DENTAL
  - OPTICAL
  - DEATH BENEFITS
  - LIFE INSURANCE
  - LONG TERM DISABILITY INSURANCE
  - LEAVE OF ABSENCE:
    - FUNERAL LEAVE
    - RESERVE SICK LEAVE
    - JURY DUTY LEAVE
    - EDUCATION LEAVE
    - PERSONAL LEAVE

### **Job Specification**

<b>Job Title: Project Manager</b>	<b>FLSA Type: Exempt</b>	<b>Date Established:</b>
<b>Department: Detroit Building Authority</b>	<b>EEO Code: 02</b>	<b>Date Revised: N/A</b>
<b>Class Code: 010200</b>	<b>Reports To: Director and Deputy Director</b>	<b>Date Approved: 10/30/2025</b>

### **Job Summary**

Under general supervision, supports the planning, coordination, and execution of a variety of departmental and cross-departmental projects. This role requires strong organizational skills, flexibility, and the ability to manage multiple priorities in a dynamic environment. The Project Manager will ensure projects are delivered on time, within scope, and aligned with organizational goals.

### **Essential Duties and Responsibilities** *(may perform other duties as assigned)*

- Coordinate and manage day-to-day project activities across assigned initiatives.

- Develop project plans, timelines, and tracking systems to monitor progress and deliverables.
- Facilitate communication among internal and external stakeholders.
- Prepare project documentation, reports, and presentations for leadership.
- Identify potential risks, issues, and resource needs; recommend mitigation strategies.
- Support process improvements and ensure consistent project management practices.
- Assist in budget tracking, contract coordination, and procurement as needed.
- Adapt to shifting priorities and reallocate resources to meet emerging needs.
- Serve as a lead person on projects, when required.
- Perform other duties as assigned in support of departmental objectives.

**Qualifications (required):**

- Bachelor's Degree with major in Construction Project Management, Civil Engineering, Architectural Engineering, or a related field.
- Minimum five (5) years' experience in project management or data analytics including significant advanced levels of responsibility.

Equivalent combinations of education and experience may be substituted to meet the education and experience requirements of this position.

**Qualifications (preferred):**

- Experience managing federally funded projects (i.e. HUD CDBG-DR preferred).
- Experience with Federal Emergency Management Agency (FEMA), United States Army Corps of Engineers (USACE), United States Environmental Protection Agency (EPA) clearance and compliance.
- Experience with flood control amenities/flood mitigation including removing land from floodplain designation.
- Experience managing engineering consultants, consultant teams, and construction projects.
- Experience with combined sewerage systems.
- Project Management Institute (PMI) or other PM certification preferred.

**Knowledge, Skills, and Abilities**

- Knowledge of the principles and techniques of administration.
- Outstanding knowledge of reference and research methods and techniques in collecting, compiling, and organizing data.

- Outstanding knowledge of complex analytical principles and techniques.
- Skill in understanding, interpreting, explaining, and applying federal, state, and local policy, laws, regulations, and court decisions applicable to areas of responsibility.
- Strong organizational and time-management skills with attention to detail.
- Skill in the use of Microsoft Office Suite and project management tools (e.g., MS Project, Asana, Smartsheet).
- Excellent oral and written communication skills.
- Ability to evaluate program policies and procedures; apply and interpret rules, regulations, and procedures.
- Ability to prepare detailed statistical and narrative reports, evaluate data, compare data to existing standards, investigate situations, extract, and organize facts, and draw conclusions.
- Ability to handle multiple projects simultaneously and adapt to evolving priorities.
- Ability to demonstrate a collaborative approach with a focus on problem-solving and accountability.
- Ability to develop criteria to identify program goals and objectives.
- Ability to develop and maintain records, data collection and reporting systems.
- Ability to complete work in a timely manner with attention to detail.
- Ability to interact effectively with superiors, subordinates, other departmental personnel, representatives of other city departments and utilities, manufacturers, contractors, and the general public with tact and diplomacy.
- Ability to prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
- Ability to present proposals and recommendations clearly, logically, and persuasively in public meetings.

**Licenses, Certifications, and Other Special Requirements:**

Valid State of Michigan Driver's License.

Project Management Institute (PMI) or other PM certification preferred.

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on requirements of the position.

**Physical Demands**

The employee generally remains in a stationary position for an extended period of time operating standard office equipment which may include computers, telephones, photocopiers, and fax machines. The employee is expected to move about to accomplish tasks such as opening file cabinets and moving files. Must be able to lift, push, pull, and carry up to 20 pounds.

### **Work Environment**

Work is performed primarily in an office environment. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions. Flexibility in schedule and work location may be required based on project needs. Work may entail out-of-town travel.

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*The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.*