

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency LEO-MSHDA
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Building Construction Spl 2	10. Division Asset Management
5. Working Title (What the agency calls the position) Property Asset Manager	11. Section Core Properties and Intake
6. Name and Position Code Description of Direct Supervisor FEDEWA, JEFFREY; STATE ADMINISTRATIVE MANAGER-1	12. Unit Communications
7. Name and Position Code Description of Second Level Supervisor BERGEON, MATTHEW C; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 735 E Michigan Ave - Lansing, MI 48912 / Monday - Friday 8 a.m. - 5 p.m.

14. General Summary of Function/Purpose of Position

Function as the statewide resource person for developments in the Asset Management portfolio related to design review, pre-approval of work, costing, green improvements, field inspections, finalization of the Capital Needs Assessments and other construction review related tasks. The Building Construction Specialist will independently perform construction inspections on MSHDA's multifamily developments when required for insurance claims or large capital improvements. In addition, this position will monitor a portfolio of approximately 20 MSHDA-financed multifamily housing developments to ensure compliance with state and federal rules, regulations and laws, and to ensure that developments are managed in a fiscally sound manner, thus securing MSHDA's mortgage investments.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 55

Function as the sole statewide resource person for all Asset Managers on construction and design related issues for the Authority's portfolio of approximately 550 multifamily developments and related proposal intake functions.

Individual tasks related to the duty:

- Independently provide review of proposed multifamily development plans and specs, attend multifamily Design Review meetings making recommendations to Chief Architect with focus on site layout, design inadequacy issues and material from a long-term management financial feasibility and operations view point.
- Function as the sole statewide resource person for review and recommendations related to management agent pre-approval of work, proposed costs and recommendation for payment. Assure proposed work meets MSHDA standards and costs are reasonable. Work with management agents on construction, repairs and replacement methods, costs, schedule, related issues and questions. Assure proposed work meets MSHDA standards, cost for work is reasonable and cost effective green/sustainable measures are used in repairs and replacements where feasible.
- Function as the sole statewide resource person for review and approval of Finalize Capital Needs Assessments, ensuring the reports accurately represent the future physical needs as well as financial requirements of MSHDA financed developments.
- Specialist is assigned inspections and review responsibilities for MSHDA financed multi-family developments within specialized areas that are related to insurance claims and capital improvements that are not part of a property wide rehabilitation and/or have a greater significance and sensitivity to the Authority. The Specialist will serve as expert resource for colleagues in specialty areas.
- Specialist acts as a liaison with other agencies, organizations and employees to coordinate the technical content and provides expert advice. Specialist will contribute to analysis of the construction cost.
- Represent Asset Management as a member of the change order committee on behalf of the supervisor when the supervisor is unable to attend the weekly change order meetings. The specialist will have the authority to approve and sign change orders on behalf of the supervisor.

Duty 2

General Summary:

Percentage: 25

Monitor the operations of a portfolio of approximately 20 MSHDA-financed multifamily developments.

Individual tasks related to the duty:

- Provide early warnings of non-performance and oversee implementation of workout plans. This includes financial and physical oversight, budget review, audit review, site visits, frequent telephone and in person meetings with managing agents, vacancy rate and unit turn over analysis, handling tenant complaints, customer inquiries, MIE analysis, reviewing managing agent performance, ensuring adherence to good onsite procedures i.e., purchasing procedures, maintenance procedures, marketing, rent collections, etc. Striving to arrive at a solution that ensures the Authority's mortgage is paid in full.

Duty 3

General Summary:

Percentage: 15

Responsible for reviewing and providing guidance on MSHDA Design standards and process improvements.

Individual tasks related to the duty:

- The Specialist takes an active role in the development of MSHDA design standards and represent MSHDA at statewide or inter-agency task forces, meetings, workgroups, sponsors, contractors, architects, or committees where the development of MSHDA design standard.
- Participates on the process improvement committee where the specialist independently reviews, analyzes, and provides written analysis of insurance and replacement reserve draw processes.
- The Specialist provides technical evaluations and communicates with site staff, contractors, architects and MSHDA staff on the proposed design standard changes in a timely fashion.
- The Specialist develops and monitors procedures, guidelines and policies that are the foundation of the program.
- Leads research of new materials and methods of construction.
- Helps maintain MSHDA cost history log.

Duty 4

General Summary:

Percentage: 5

Participate on cross divisional teams that ensure systems thinking and performance improvement with Mission, Vision-based solutions and policy development.

Individual tasks related to the duty:

- Recommend policy changes and process improvements to ensure increased productivity and customer service while performing tasks. In a team environment, critically analyze how the job is done, recommend and implement improvements on a regular basis.
- Complete miscellaneous and/or short term job related assignments as assigned by supervisor.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

The position determines when to reject a proposal based on policy, when proposed operating cost adjustments are appropriate, if additional owner concessions (monetary and programmatic policy) are needed. Determine validity and cost reasonableness of proposed work.

Decisions to hold or move forward with construction based on an independent review of the construction Drawings, specifications, and field conditions. MSHDA staff, external stakeholders, and developers will be impacted by decisions.

Specialist will provide technical evaluations and comments on any clarification of construction drawings, Specifications, and field conditions to the site staff, architects and contractors, in a timely manner to coordinate MSHDA approval.

Specialist will review and approve the construction draws and change orders.

17. Describe the types of decisions that require the supervisor's review.

Supervisory review is needed when proposing a solution that exceeds the boundaries of a policy or past practices.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical effort involves the following: extensive walking, sometimes several hours at a time, climbing stairs and driving up to several hours per day. Conditions are very stressful because delays in completing transactions may affect the final loan interest rate which affects the financial viability of a transaction. Travel around the state to job sites with development and site inspections is required.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

<input type="checkbox"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> N	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> N	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

This position will act as the sole statewide construction-related resource person for all Asset Management developments, provide input and action as needed to assure proposed physical repairs are in compliance with MSHDA/HUD standards, costs are reasonable and design of future developments incorporate management operation needs.

In addition, this position monitors a portfolio of approximately 20 assigned MSHDA financed Multifamily developments. Travel around the state to job sites with development and site inspections.

At the Specialist level, this position performs field inspections for MSHDA financed multi-family developments as they relate to insurance claims and large capital improvements that are not part of a substantial rehabilitation, to determine construction progress meets MSHDA's Standards of Design and matches billing requests. This position also represents Asset Management as a member of the change order committee on behalf of the supervisor when the supervisor is unable to attend the weekly change order meetings

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position

25. What is the function of the work area and how does this position fit into that function?

The work area is responsible for: monitoring a portfolio of +55,000 Authority-financed multifamily rental units; ensuring the properties provide safe, decent and sanitary housing qualified low and moderate income families; ensuring MSHDA's mortgage investment is secure and ensuring all applicable state and federal laws are followed. This position helps to prevent mortgage default by providing an early warning of impending problems and helping resolve problems before they become a crisis and that proper construction materials and methods are utilized.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in architecture, engineering, or building construction.

EXPERIENCE:

Building Construction Specialist 13

Four years of professional experience equivalent to a Building Construction Project Superintendent, including two years equivalent to a Building Construction Project Superintendent P11 or one year equivalent to a Building Construction Project Superintendent 12.

Alternate Education and Experience

Building Construction Specialist 13 - 14

For all levels, four years of professional experience as a superintendent or foreman in the building construction trades, or experience equivalent to building construction inspection, planning, or design may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Experience in planning, financing, constructing or managing state sponsored housing for low and moderate income families preferred.

Strong analytical and math skills, good writing and verbal communication skills, good organizational capabilities with knowledge, skills and abilities related to housing-related construction, energy conservation, and design review. A valid driver's license is required.

Knowledge of the principles and practices of building construction.

Knowledge of the building trades.

Knowledge of specifications and blueprints.

Ability to determine by inspections that specifications and requirements are met.

Ability to conduct group meetings and to reconcile conflicting views.

Ability to read and interpret blueprints and specifications.

Ability to maintain MSHDA's standards of work quality.

Ability to evaluate construction and/or design problems and recommend solutions.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills and abilities will be evaluated on an individual basis.

CERTIFICATES, LICENSES, REGISTRATIONS:

Drivers License

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

AMBER MARTIN

12/15/2025

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date