

HELLO HOUSING
ADU Project Manager

ROLE TITLE: ADU Project Manager (PM)
CONTRACT SUPERVISOR: Sr. Construction Project Manager
PREPARED: April 1, 2023

Hello Housing, a nonprofit housing organization, is seeking a highly motivated ADU Project Manager who has skills and experience in managing residential rehabilitation projects and/or new single-family construction. This person will work closely with Hello Housing's Sr. Construction Project Manager and would serve as Hello Housing's representative in the field supporting homeowners in the management and guidance of their Accessory Dwelling Unit Projects for Hello Housing's [HelloADU Program](#), which will provide direct support and assistance to homeowners seeking to add second units or ADU's to their primary home throughout Santa Cruz County. Prioritization for this position will be for applicants who are local to the area.

We are seeking an ADU Project Manager who can perform the following duties:

- Conduct research on jurisdiction specific ADU building requirements, process and permitting costs;
- Have an in depth understanding of different ADU construction types;
- Conduct initial meetings with planning and building departments for specific homeowner projects and prepare project feedback overviews;
- Work with the Sr. Construction Project manager to solicit professional bids from 3rd party professionals and review these bids together with the team and the homeowner;
- Work with the homeowner and third-party professionals to refine cost estimates by seeking clarifications about information provided by the professional;
- Track permit submittals, coordinate responses to plan check comments and escalate permit challenges to Hello staff;
- Perform site visits as needed during construction to ensure that the project is on schedule and the homeowner is clear about the activities taking place on site;
- Communicate project status updates regularly to the Sr. Construction Project Manager in a timely manner; identify and escalate challenges or roadblocks for immediate action;
- Secure photos at different phases of development; and,
- Review contractor payment requests and verify work has been completed in accordance with the contract and to the owner's satisfaction for each request.

Experience working with property owners on residential remodeling projects, residential design and/or architecture and residential construction is desired.

Having knowledge of the following is important:

- Knowledgeable about the different phases of development, pre-development, permitting and construction,
- Knowledgeable about State ADU Laws and their application in local jurisdictions,
- Familiarity with local jurisdiction's municipal ordinance.

Ability to:

- Work effectively and comfortably with homeowners and 3rd-party professionals,
- Present ideas and problems clearly to property owners; and
- Solid computer literacy with Microsoft Office Suite programs, such as Word, Excel, and Outlook.

If you are interested in a unique opportunity to put your skills to work and support critical housing stability, prevent unnecessary displacement of long-term residence, and seek a flexible work schedule, please reach out to helloadu@hellohousing.org and provide a cover letter and resume.