



1535 Liberty Lane, Suite 116A  
Missoula, MT 59808



Phone: 406-532-4663  
Fax: 406-541-0239



info@homeword.org  
www.homeword.org



June 6, 2024

Dear Applicant:

Enclosed is a job description for your perusal, we encourage you to visit our website, [www.homeword.org](http://www.homeword.org), to familiarize yourself with our organization.

The Asset Project Manager is a regular, exempt, full-time employee with the following compensation and benefits:

- Hiring range is \$52,250- \$65,300 annually (DOE)
- 100% of Employee Health Insurance Premium paid by Employer
- Short term disability, long term disability and Life/Accident insurance paid by employer
- Simple IRA plan with dollar for dollar matching up to 3% of compensation
- Employer cost shares up to 75% of the voluntary dental and vision insurance premiums
- 4 weeks paid time off (PTO) per year
- 5 weeks PTO after 2 years employment
- 11 Paid Holidays throughout the year
- Great work environment

Eligible applications must include 1) a cover letter addressing the required qualifications set forth in the attached job description, 2) resume, 3) Homeword's employment application, and 4) three professional references. If you have any questions about the online packet, please contact Karissa Trujillo at 532-4663 x12 or [karissa@homeword.org](mailto:karissa@homeword.org).

**Priority deadline for applications is Thursday, June 27, 2024. The position is open until filled.**

Homeword is an Equal Employment Opportunity (EEO) employer. Women and people of color are strongly encouraged to apply, and reasonable accommodations will be made for people with disabilities.

Applications may be faxed, emailed, mailed, or delivered to:

Attn: Karissa Trujillo  
Homeword, Inc.  
1535 Liberty Lane, Suite #116A  
Missoula, MT 59808  
[karissa@homeword.org](mailto:karissa@homeword.org)  
FAX # (406) 541-0239

**Homeward, Inc.**  
**Job Description**  
**JOB TITLE: ASSET PROJECT MANAGER (2024)**

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**POSITION SUMMARY:** The Asset Project Manager will work with all facets of Homeward's portfolio of owned residential communities. This position is responsible for an array of grant writing and reporting, construction, rehabilitation, and capital improvement projects on behalf of Homeward. This includes developing scopes of work, procuring for and directing consultants and contractors, coordinating with onsite property management and Homeward's Asset Management department and Project Team, reviewing construction in progress, inspection reports, and project close-out activities for Homeward's owned assets in operations.

**SUPERVISOR:** Executive Director

**POSITION STATUS:** Regular Full-time/Exempt

**MINIMUM QUALIFICATIONS:**

- Degree in construction management, civil engineering, building science, facility management or a related field or three years related experience in project management
- Computer skills using Windows based software
- Familiarity with grant writing/reporting, budgets, project sources and uses, building systems, preventative maintenance schedules, capital needs assessments, and building plans.
- Ability to manage time, detailed work, and frequently changing priorities of a multi-faceted position within a fast-paced environment
- Ability to work and communicate with a diverse set of people such as development professionals, contractors, consultants, residents, and regulators
- Strong interest in and a commitment to the Homeward mission
- Valid Driver's License

**PREFERRED QUALIFICATIONS:**

- Degree in construction management, civil engineering, building science, facilities management, or related fields plus three years of related experience
- Experience working in affordable housing or community development fields
- Strong interest in and a commitment to Homeward's mission
- Knowledge of grant and Davis-Bacon or prevailing wage requirements

**ADDITIONAL SKILLS AND OTHER REQUIREMENTS:**

- Ability to maintain confidential information and respond appropriately
- Ability to be assertive and apply conflict management techniques
- Ability to successfully offer, accept and act on constructive criticism
- Ability to understand and work with complex situations and oversee detailed work
- Interest in working in a fast-paced environment
- Operates well in a teamwork environment

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Regular and predictable attendance is an essential duty and responsibility of this position. Employees are accountable for reliable attendance and meeting this position's essential function requirements as listed below.

- Take lead on coordinating building performance or warranty issues with support from property management, asset management, development, and finance teams
- Collaborate with internal and external teams to create preventative maintenance plans, replacement plans, and execution of capital improvement projects
- Track physical and mechanical needs and coordinates a plan in conjunction with warranty periods, and equipment life expectancies, as applicable
- Develop schedules for construction and tenant relocation as needed and ensure that construction activities move according to those pre-determined schedules
- Participate in weekly, and monthly Asset Management and Project Team meetings
- Collaborate with internal and external stakeholders to create and manage portfolio capital needs plans, preventative maintenance schedules, replacement plans and implementation of capital projects
- Perform site visits and Capital Needs Assessment inspections across portfolio
- Strive to achieve resident satisfaction through preventive maintenance planning, amenities and community engagement, owner and capital improvement goals
- Prepare bid packets for subcontracting work and materials; obtain approvals as required by funding sources, issue requests for bids, compile responses and make recommendations for awards
- Support the processes for reserve reimbursement and other capital project funding
- Conduct periodic property physical and maintenance reviews to evaluate property management, maintenance management, and physical condition
- Participate in the hiring of contractors and consultants through appropriate RFP/Q processes
- Responsible for the day-to-day oversight and management of consultants and contractors connected with portfolio projects
- Ensure timely processing of invoices and coordination with the Homewood Fiscal Policy
- Assist in acquisition of existing operating properties
- Manage and maintain project budgets; prepare draw requests and capital installment requests to funders and coordinate with the Asset Manager and Project Team to ensure spending aligns with ongoing budgets and fund requirements
- Implement projects/programs to meet milestones and strategic goals
- At project completion ensure that as-built plans, operating manuals, and final lien waivers are complete and filed appropriately

## **ORGANIZATIONAL**

- Assist and support the Project Board committee
- Assist with development and implementation of Strategic Plan Goals and Objectives
- Support fundraising efforts by providing property and other information for grants and fundraising activities

## **GENERAL RESPONSIBILITIES:**

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data.

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives.
- **Written Communication** - Writes clearly and informatively; Reviews, edits and corrects all work for spelling and grammar.
- **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Aligns work with strategic goals.
- **Judgement & Decision Making** – Critical thinker and proactive problem solver. Makes decisions in compliance with the law and Homeward's policies.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Work Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Workload Management** – Responds to urgent needs/issues in a timely manner; identifies and assists with resolving conflicting priorities; Identifies opportunities for workload capacity sharing (appropriate delegation).

**LEVEL OF INDEPENDENT DISCRETION / CONSEQUENCE OF ACTIONS:** This person, within the parameters of Homeward policies and procedures, exercises a moderate level of independence in decision-making. Significant errors in judgment may cause serious financial and /or legal repercussions for Homeward.

**WORKING/ENVIRONMENTAL CONDITIONS:** Most work occurs in a typical office work environment or on construction site as observer. Physical effort may be required to do the following: sitting, standing, walking, bending, reaching, transporting supplies, operating a vehicle, keyboarding, repetitive motion and operating electronic equipment. Must be able to operate a motor vehicle. Exposure to the public with occasional disgruntled people. May require lifting to 40 pounds. Occasional work at 20 – 50 feet above ground.



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# Application for Employment

An Equal Opportunity Employer

Homeward

## PERSONAL INFORMATION

Name (Last Name First)			Phone	
Present Address	Apt No	City	State	Zip Code
Permanent Address	Apt No	City	State	Zip Code
Email Address				

**EQUAL EMPLOYMENT OPPORTUNITY** – It is our policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees and to administer all of our personnel policies in a manner that will not discriminate against any person because of race, color, national origin, ancestry, religion, creed, sex, age, marital or familial status, physical (including pregnancy) or mental disability, political belief, sexual orientation, gender identity or general expression, veteran status, on-the-job injuries, source of income, or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business.

## DESIRED EMPLOYMENT

Position		Date You Can Start	
Are you currently employed?	If so, may we inquire of your present employer?		
Have you ever applied to Homeward before?	When?	Who referred you to this position opening?	
<p><b>Criminal Record</b> – (Conviction of a crime is not an automatic bar to employment. Factors such as the nature and the gravity of the crime, the length of time since conviction and/or completion of any sentence and the nature of the job for which you have applied may be considered.)</p> <p>Have you ever been <b>CONVICTED, PLED GUILTY, NO CONTEST</b> or <b>FORFEITED BOND</b>, or <b>BAIL</b> for any crime other than a traffic violation?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details as they pertain to relevancy to the position applying</p>			

## EDUCATION

School Level	Name and Location of School	Years Attended	Graduate	Subjects Studied
College				
Trade, Business or Correspondence School				

## GENERAL

Subjects of Special Study or Research Work
Special Training
Special Skills

## FORMER EMPLOYERS

List below your last three employers, starting with the most recent.

<b>Name of Present or Last Employer</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Starting Date</b>	<b>Leaving Date</b>	<b>Job Title</b>	
<b>May we contact your supervisor?</b>	<b>Name of Supervisor</b>	<b>Phone</b>	
<b>Description of Work</b>			
<b>Reason for Leaving</b>			

<b>Previous Employer</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Starting Date</b>	<b>Leaving Date</b>	<b>Job Title</b>	
<b>May we contact your supervisor?</b>	<b>Name of Supervisor</b>	<b>Phone</b>	
<b>Description of Work</b>			
<b>Reason for Leaving</b>			

<b>Previous Employer</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Starting Date</b>	<b>Leaving Date</b>	<b>Job Title</b>	
<b>May we contact your supervisor?</b>	<b>Name of Supervisor</b>	<b>Phone</b>	
<b>Description of Work</b>			
<b>Reason for Leaving</b>			

I understand and agree to all of the following itmes: (1) Misrepresentation or omission of material information from my employment application and/or resume submitted to Homeword, Inc. may result in rejection of my application or, if hired, termination. (2) I am legally eligible for employment in the country in which the job is located(all new hires will be required to provide proof of eligibility upon hire.) (3) Nothing contained in my application for employment, or conveyed during any interview that may be granted, is intended to create a contract of employment with Homeword, Inc. (4)I authorize investigation of all statements contained herein and the references and employers listed herein to give you any and all information concerning my previous employment and any pertinert information they may have, personal or otherwise, and release the company for all liability for damage that may result from utilization of such information. (5) If offered employment, I agree to submit to a physical examination and authorize the physician or physicians assistant to disclose the results of that examination. I also agree to comply with Homeword's substance abuse program, including submission to pre-employment drug testing as may be required in certain job categories.

**Signature:**

**Printed Name:**

**Date:**