

Compliance Officer/Office Manager

Powers & Sons Construction is a third-generation, family-owned firm offering diversified general contracting and construction management services. With a commitment to excellence, Powers & Sons creates built environments where time, cost, and unmatched quality converge to benefit the clients and communities we serve. Our talented team delivers new construction and major renovation projects for clients ranging from K-12 schools and universities to city and state government agencies, hospital and healthcare providers, global retailers and pharmaceutical companies, cultural institutions, hotel and casino operators, nonprofit organizations, and real estate developers specializing in affordable multi-family housing and mixed-use properties. Committed to operating construction sites that are diverse, equitable, and inclusive, our core values are the foundation of a company culture that is collaborative and supportive. Founded in 1967, Powers & Sons serves communities across Chicagoland, Northwest Indiana, and Central Indiana.

The **Compliance Officer/Office Manager** is responsible for overseeing and managing our Chicago office location, managing compliance-related activities to track participation of diverse local businesses, subcontractors, and suppliers, as well as workforce hours and demographics. Also facilitating outreach activities to maximize participation of a diverse workforce and M/W/V/DBE contractors in bidding and contracting opportunities to ensure compliance with established goals.

Responsibilities:

- Responsible for opening and closing the Chicago Office and managing the day-to-day operations of the front office.
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- Responsible for monitoring business and workforce participation goals from pre-award through project closeout.
- Review and analyze required local, state and federal compliance documentation including payment applications, utilization plans, and lien waivers to establish detailed tracking of M/W/V/DBE participation.
- Interact with owners' compliance departments, clients, and vendors to establish and maintain open lines of communication between same from project inception to close-out.
- Monitor submission of Certified Payroll and receipt of weekly reports from subcontractors.
- Verification of Certified Payroll against weekly reports from subcontractors, including tracking resolution of discrepancies.
- Monthly reporting of progress and projections towards project goals
- Receive, review, maintain Certificates of Insurance for subcontractors.
- Analyze, research, and review documentation to establish compliance with government rules and regulations relative to M/W/V/DBE certification and project participation.
- Prepare detailed reports to accurately represent M/W/V/DBE participation.
- Prepare and submit monthly reports including contractor activity, City of Chicago certified reporting, M/W/V/DBE utilization, and Section 3 hiring.
- Provide administrative assistance to others as needed.
- Coordinate and conduct workforce and business outreach meetings c.

Skills(Information that is specific to the successful performance of this position)

Must have intermediate to advanced skills use of:

- B2GNow
- LCP Tracker

- Bluebeam or Adobe Suite
- MS Outlook & Teams
- MS Office 365: Word / PowerPoint / Excel

General understanding of:

- Other standardized M/WBE reporting tools (not listed above)
- Workforce/trades Wages
- City of Chicago MWBE and Residency Requirements

Work Place Acumen:

- Responsible, dependable, trustworthy, and the ability to work independently.
- Well-organized, proactive thinker with ability to plan, prioritize, and manage multiple tasks.
- Detail-oriented with the ability to focus on quality, accuracy, and attention to detail.
- Able to work under pressure and maintain professionalism when faced with aggressive deadlines.
- Excellent oral and written communication skills, and resource management skills
- Ability to interact, develop, and maintain a positive professional relationship with all team members.
- Strong conflict resolution skills.
- Ability to interact with Community Stakeholders.
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