

Taunton Housing Authority

Job Title:	Director of Regional Capital Assistance Team (RCAT)	Revision Date: E.D. Initials	February 9, 2026
Department/Group:	RCAT-Southeast Region	Union Status	Non-Union
Location:	Barnstable, Bristol, Dukes, Nantucket, Norfolk, Plymouth Counties. Home Office Location: Taunton Housing Authority	FSLA Status	Exempt
Level/Salary Range:	\$135,000 - \$148,000 per year	Position Type:	Full Time
		Schedule	40 hours per week
		Shift	Day
		Number of Openings	1
Application Instructions:			
Please send Cover letter, resume and at least three references to: Carol Cuddy, Human Resources Director, at ccuddy@tauntonhousing.com.			
This requisition will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days.			
Job Description			
Background			
<p>In August 2014, Chapter 235 of the Acts of 2014, An Act Relative to Housing Authorities (“the Legislation”) was signed into law. The Legislation mandated a series of new performance management and capacity building actions to improve the management of state public housing in Massachusetts. Of these actions, Section 26C of the Legislation called for creation of 3 Regional Capital Assistance Teams (RCATs) to help all Local Housing Authorities (LHAs) in executing capital and maintenance plans and projects. All LHAs may participate in the program, but LHAs with 500 or fewer state-aided units are required to participate, unless the LHA is granted a waiver.</p> <p>Major program objectives are summarized as follows:</p> <ol style="list-style-type: none"> 1. Increase the technical capacity available for smaller LHAs and, as a result, maximize the utility of the MA Department of Housing & Community Development’s capital programs that currently disburses \$90 million per year for the preservation, modernization, and development of state-aided public housing; and 2. Facilitate collaboration across LHAs in order to capture economies of scale through bulk purchasing, bulk procurements, and other innovations. <p>Through a contract with the Massachusetts Department of Housing and Community Development (DCHD), the Taunton Housing Authority will be acting as one of 3 Host Housing Authorities (HHAs) for the RCAT program. The Taunton-based RCAT will provide services to approximately 78 LHAs located in the Southeast Region of the Commonwealth of Massachusetts that includes Barnstable, Bristol, Dukes, Nantucket, Norfolk, Plymouth Counties. The service area covers approximately 11,243 units of public housing across 388 developments. The HHA shall employ one RCAT director, plus project management and other support staff as needed for each region to effectively implement the program.</p>			
Key Duties and Responsibilities:			
The Taunton Housing Authority seeks qualified applicants for the position of RCAT Director within the Southeast RCAT Region. Our ideal candidate is an experienced professional who has managed the startup and ongoing implementation of programs of similar scale and complexity and has a strong background in Capital Improvement Planning, Maintenance Planning, and/or Construction Project Management, particularly in the public sector.			

Taunton Housing Authority

The Director of the RCAT will work closely with the Taunton Housing Authority Executive Director and other staff to manage the roll out of a technical assistance program that serves up to 78 housing authorities with 11,243 housing units. Key duties include:

1. Create and enforce a schedule for the completion of tasks in compliance with Chapter 235 of the Acts of 2014, DHCD regulations, the RCAT contract for services, and program guidelines. Tasks include:
 - a. Develop and implement a regional training program that organizes at least 2 group trainings per year.
 - b. Hire, train, and supervise all RCAT staff, including 4 project managers in order to provide the following services:
 - i. Portfolio needs assessments for all developments (both capital and maintenance assessments)
 - ii. Capital plan creation and plan maintenance for all LHAs
 - iii. High level capital project management (about 300 project starts annually)
 - iv. Maintenance plan creation
 - c. Develop and implement a bulk purchasing capital or maintenance program to serve the region.
 - d. Develop and implement a regional force account program that allows housing authorities to pay staff for labor and materials rather than procure contractors for certain capital or maintenance projects.
 - e. Develop and implement a strategy for helping other LHAs access alternative funds for capital projects.
2. Travel between up to 78 communities, as necessary to ensure program effectiveness.
3. Evaluate staff performance.
4. Communicate and negotiate with individual housing authority Executive Directors, their staff, and Boards of Commissioners as necessary, via email, phone, and on-site visits.
5. Create management reports to assess RCAT performance and, if necessary, make recommendations for improvements to RCAT service delivery.
6. Create monthly, quarterly, and yearly reports to be submitted to the Taunton Executive Director and the Elected Advisory Board of the RCAT.
7. Manage and administer quarterly regional Advisory Board meetings.
8. Prepare all plans and documents as necessary to develop, implement and manage the RCAT operations with uniformity across the region.
9. Administer the state contract in compliance with all Massachusetts General Laws (including but not limited to Designer Selection and Procurement), regulations, and guidelines, partnering with the other RCAT directors, Host Housing Authorities, and DHCD

Supervision

The Director of the RCAT will report to the Executive Director of the Taunton Housing Authority.

The Director of the RCAT will supervise a minimum of 4 full-time project managers and supported by Taunton Housing Authority administrative staff.

Qualifications and Education Requirements

Minimum Requirements

- Must have 10 Years of experience in construction management and/or capital maintenance project oversight, preferably in affordable/subsidized housing sector; or 7 years of experience in this area plus an advanced degree (BA or higher) in Business Administration; Real Estate Development; Architecture, Engineering, or Construction Management, or a related field.
- Must have 5 years of supervisory experience, of which at least two years must have been in a management capacity.
- Must demonstrate experience in developing and managing complex, multi-stakeholder programs and

keeping them on schedule and within budget.

- Must have experience working with diverse constituents and managing public engagement.
- Must have a valid driver's license and reliable transportation.

Preferred Qualifications

- Massachusetts Construction Supervisor License.
- Massachusetts Certified Public Purchasing Official (MCPPO) certification
- Experience in construction contract process and advanced project management.
- Advanced knowledge of construction methods and materials and local permit practices.
- Ability to accurately interpret contracts, specifications, and construction drawings.
- Advanced cost estimating capability in all trades.
- Knowledge of Massachusetts General Law Chapter 30 sec 39M, 149, and 30B.
- Knowledge of Massachusetts Building Codes and State sanitary code.
- Knowledge of DHCD Modernization Programs and proficiency in software systems, such as Formula Funding program, Capital Planning System (CPS), and Capital Improvements Management System (CIMS).
- Bilingual
- Ability to develop spreadsheets, perform mathematical calculations and analyze data.
- Ability to use web-based applications.
- Proficiency using Microsoft Word, Excel, Access, PowerPoint.
- Experience with Project Management software systems.

Physical Abilities

While performing the duties of this classification, incumbents are regularly required to stand and walk for long periods of time, bend, handle materials and tools or equipment, and reach with hands and/or arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. Incumbents must occasionally lift, carry, push, or pull up to 50 pounds with or without assistance and with or without the use of devices and/or equipment to assist in the lifting effort. Work assignments may be performed with or without reasonable accommodation to a known disability.

Taunton Housing Authority's pre-employment process includes, but is not limited to criminal background check and employment verification. It is the policy of the Taunton Housing Authority to give preference of employment to Section 3 eligible individuals.

The Taunton Housing Authority is an Equal Opportunity Employer (EEO)