SETCDC Construction Manager Position Description
(Hurricane Harvey Recovery)

Reports To: SETCDC President

Job Description:
The *SETCDC Construction Manager* is a full-time salary position that is expected to oversee all aspects of construction projects, including assessments, for SETCDC (in cooperation with UCC Disaster Ministries) as it pertains to the rehabilitation of properties damaged by Hurricane Harvey and/or properties that will be used to house persons/families displaced by Hurricane Harvey.

Responsibilities:

1. Works with the UCC Volunteer Coordinator, UCC Disaster Ministries Hurricane Harvey Coordinator and volunteers to assist in recovery from Hurricane Harvey.
2. Oversees the repair or rebuild of client homes to a safe, sanitary, secure and functional condition.
3. Coordinates the supply of materials, equipment, tools, volunteers, contractors, and inspectors required for the completion of the home repair projects.
4. Conducts project inspections and provides written estimates for labor and materials.
5. Secures all components needed to complete home repair projects including timely acquisition of materials, equipment and tools.
6. Guides, directs and supervises the work of the *SETCDC Construction Site Supervisor*
7. Supervises and coordinates the work of all volunteers and contractors in order to ensure safety, quality workmanship and high morale.
8. Orients volunteers to project expectations and assigns specific jobs according to their skills and abilities.
9. Maintains accurate records of construction progress and financial accounts for each project.
10. Completes all essential documentation and reports.
11. Manages and controls building funds, tools, and equipment
12. Manages tool and equipment inventories, maintenance, repairs, and replacement
13. Demonstrates and teaches safe and appropriate construction skills and techniques to volunteers.
14. Completes necessary assessments and itemized project estimates.
15. Meets with appropriate building inspectors and has working knowledge of standard codes and constructions

16. Cultivates effective relationships with partner agencies, inspectors, vendors, and the community.
17. Coordinates with SETCDC President in prioritizing projects.

Qualifications:

Minimum 5 years experience in general construction
Basic knowledge in plumbing, electrical and HVAC
Working knowledge of local and International Building Code
Modest computer skills such as spreadsheets (Excel), documentation (Word), Email, Google searches
Desirable computer skill with estimation packages (Xactimate)
Experience managing construction projects
Experience supervising construction workers
Problem solving experience
Experience estimating entire construction projects
Ability to work with people of all ages, ethnic and religious backgrounds
Ability to work with team members
Ability to be flexible in changeable situations
A positive and engaging attitude/disposition
A burning desire to see all projects through to completion

As an employee of SETCDC in covenant with the United Church of Christ, the construction manager is expected to live out values commensurate with the teachings of Christ.

I have read and understand the requirements, responsibilities and expectations set forth in the herein.

_____ _____
Employee's Signature Date Date

_____ _____
Supervisor's Signature Date Date