

Job Title: Construction Manager
Department: Peninsula Community Development Corporation
Reports To: PCDC Director / HRCAP – Chief Operating Officer
FLSA Status: Exempt

SUMMARY

Under the guidance and supervision of the Chief Operating Officer, the Construction Manager is expected to provide the highest level of customer service for both internal and external customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties within the scope of this position may be assigned.

- Reviews project plans to determine time frames, funding limitations, procedures for accomplishing.
- Monitors subcontractors to ensure services are provided in an efficient and effective manner while remaining within budgetary limitations.
- Conducts final inspection of selected weatherized or renovated houses to ensure quality work of contractors.
- Ensures monthly safety meetings occur for staff and contractors and document attendance.
- Assists in educating customers and the community about energy savings and related energy issues. Provides literature and responds to questions.
- Assists in preparing annual or replacement bid package and in conducting bidding conferences are required by state and Federal regulations.
- Maintains professional and technical knowledge by attending educational workshops to include OSHA, Asbestos, Mold and Mildew, and Energy Saving Training.
- Performs other related duties as required.
- Represent the organization in professional, civic, and community groups as requested by the COO/CEO.

SUPERVISORY RESPONSIBILITIES

None.

INFORMATION PRIVACY AND SECURITY

This associate may have access to Confidential Information (CI) and is required to be familiar with the HRCAP's Privacy policy related to the handling of CI, and follow all related procedures required to protect the privacy and security of CI.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree in Business or Construction, or related field with 3 to 5 years professional experience. Equivalent combination of education and experience will be considered in lieu of degree.
- Ability to communicate across a wide socio-economic spectrum.
- Ability to work evenings and weekends, as needed.
- Knowledge of energy saving programs and related programs with a general understanding of carpentry, heating/air systems and lead safe work practices.
- Must have the capacity to complete projects on schedule and independently.
- Proficient in MS Office-Excel, PowerPoint, and Word.

- Must possess and maintain a valid Virginia driver's license.
- Criminal record check and driving record required for employment.

CERTIFICATES, LICENSES, REGISTRATIONS

- Current state driver's license, proof of current auto insurance coverage, satisfactory driving record and working vehicle required.
- Must have OSHA 30 Hour Training Course for Construction Safety within 120 days of employment.
- Must have or earn Lead Certification within 90 days of employment.
- Must become First aid and AED certified within 90 days of employment.
- Must be Fit Tested for mask/respirator within 90 days of employment as required by OSHA.

RECEIPT OF JOB DESCRIPTION

I have received, reviewed and understand this job description. I further understand that I am responsible for satisfactorily performing the essential duties described in the job description. I understand the job functions may be changed from time to time. I will be able to perform the essential functions of this position with or without accommodation. I understand that if I will need an accommodation for this position, I will inform Human Resources and management of my accommodation needs.

Print Name _____

Associate Signature _____

Date _____