

MIAMI VALLEY LONG TERM RECOVERY/OESTERLEN POSITION DESCRIPTION

Title: LONG-TERM RECOVERY CONSTRUCTION COORDINATOR

Last Date Revised: 9/3/2020

General Summary:

The Long-Term Recovery Construction Coordinator is responsible for preparing and managing long-term recovery construction repair and rebuild projects to ensure safe, sanitary, secure, and functional conditions and compliance with the guidelines and expectations of the Miami Valley Long-Term Recovery Group (MVLTRG).

Activities include maintaining overall visibility and control of all construction activities related to long-term recovery including but not limited to assessing disaster-caused housing damage, preparing construction estimates and repair/rebuild scopes of work; collaborating with Disaster Case Managers for homeowner review and acceptance of scope of work and selection of appropriate materials (shingle, siding, and/or flooring color, etc.); assignment and scheduling of construction projects; coordinating the sourcing of construction materials and services and managing the related supply chain; tracking project progress and expenditures; scheduling and coordinating relevant inspections (HVAC, electrical, plumbing, etc.), reviewing/authorizing project change orders; resolving construction/work-site challenges as needed; and completing project closeout processes (Federal Home Loan Bank Disaster Reconstruction Program paperwork, LTRG homeowner sign-off, transfer of construction file to Disaster Case Management, etc.).

Primary on-site project responsibilities: Construction Manager

Back-end logistics/progress updates/final inspections and sign-off: Construction Coordinator

Specific Responsibilities

- Collaborate with the Miami Valley Long-Term Recovery Group (MVLTRG), volunteers and contractors to lead construction efforts and assist with community recovery
- Coordinate the assignment and completion of project assessments, disaster-caused scopes of work, and estimates for needed material and labor
- Collaborate with Disaster Case Managers for homeowner review and acceptance of scope of work and selection of appropriate materials (shingle, siding, and/or flooring color, etc.)
- Assign and schedule of construction projects
- Cultivate network of construction material suppliers and vendors and develop and/or maintain necessary construction material supply chain logistics
- Source and coordinate the delivery/pick-up of construction materials and/or equipment
- Secure quotes for skilled labor and contracted services when needed, facilitate homeowner engagement with contractors, inspect work (in collaboration with Construction Manager), and process payments for completed work
- Track project progress and expenditures, ensuring adherence to approved project budget
- Schedule and coordinate relevant inspections (HVAC, electrical, plumbing, occupancy, etc.)
- Review/authorize project change orders as necessary
- Resolve construction/work-site challenges as needed
- Complete project closeout processes (Federal Home Loan Bank Disaster Reconstruction Program paperwork, LTRG homeowner sign-off, transfer of construction file to Disaster Case Management, etc.)
- Support the work of the LTR Construction Manager in assigning and directing activities of volunteer teams and/or contractors in a sensitive and safety-conscious manner
- Liaise regularly with other organizational Construction Managers and volunteer team leaders to share project details and expectations
- Provide leadership and direction for disaster volunteers when necessary
- Assist in MVLTRG construction material inventory and management
- Address other responsibilities as assigned

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Continued

Required Education, Experience, Knowledge, Skills and Abilities

1. Bachelor’s degree in construction, emergency response or related field and 5+ years program development and/or management or equivalent level of education and experience.
2. Previous experience and/or knowledge of disaster response preferred.
3. Strong project management, organizational, problem-solving, and critical thinking skills
4. Basic knowledge of general construction, plumbing, electrical and HVAC systems
5. Basic knowledge of international building codes and permit requirements
6. Previous supervisory experience required
7. Strong sense of empathy, appreciation of a diverse client base and workforce, and cultural sensitivity
8. Understanding and knowledge of the effect of disaster and/or poverty
9. Ability to work cooperatively with staff, volunteers, and collaborative partners
10. Strong communication skills - verbal and written - with ability to handle difficult situations with tact and empathy.
11. Strong time management skills with demonstrated ability to manage multiple tasks simultaneously
12. Strong project management, financial and accounting skills
13. Demonstrated computer skills using Microsoft Office and other software products
14. Possess a valid driver’s license and proof of current insurance
15. Able to pass a background check and drug screen

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: read reports and use computer			X	
Speaking & Hearing: communication with clients & co-workers			X	
Standing/Walking			X	
Climbing/Stooping/Kneeling		X		
Lifting/Pushing/Pulling up to 25 lbs		X		
Lifting/Pushing/Pulling 25-50 lbs		X		
Lifting/Pushing/Pulling 50-100 lbs		X		
Lifting/Pushing/Pulling over 100 lbs	X			
Fingering/Grasping/Feeling: write, type, use phones, etc...			X	
Sitting for extended periods of time		X		

Working Conditions

Normal office working conditions and outdoor field work with occasional exposure to changing weather conditions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.