

## MIAMI VALLEY LONG TERM RECOVERY/OESTERLEN POSITION DESCRIPTION

**Title:** LONG-TERM RECOVERY CONSTRUCTION MANAGER

**Job Title:** Long-Term Recovery Construction Manager

**Direct Supervisor Title:** Construction Coordinator

**Last Date Revised:** 9/3/2020

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### **General Summary**

The Long-Term Recovery Construction Manager has primary responsibility for the preparation and on-site management of long-term recovery repair and rebuild projects to ensure the attainment of safe, sanitary, secure, and functional conditions and compliance with the guidelines and expectations of the Miami Valley Long-Term Recovery Group (MVLTRG). Activities include but are not limited to, assessing disaster-caused housing damage, preparing construction estimates and repair/rebuild scopes of work, supervising volunteer construction teams and/or contractors in completing necessary repairs, and the ongoing management of construction jobs through their completion.

### **Specific Responsibilities**

- Assist in the preparation of project assessments, scopes of work, and cost estimates for material and labor
- Supervise/manage onsite construction activities on LTRG repair and rebuild jobs
- Work with onsite volunteer team leaders, teams and contractors to complete scope of work to ensure safety, quality workmanship, and timely project completion
- Manage the timely acquisition, transportation, storage, and use of specific project materials, tools and services
- Communicate regularly with appropriate building inspectors and maintain a working knowledge of IBC, local codes, and construction techniques
- Maintain accurate records of construction progress and financial accounts for each project
- Assist homeowners in obtaining necessary permits as needed
- In conjunction with the Volunteer Coordinator and volunteer team leads, orient volunteers to project expectations and assign specific jobs according to their skills and abilities
- Demonstrate and teach construction skills and techniques to volunteers and disaster survivors as necessary
- Share regular project updates with construction coordinator and disaster case managers
- Explain and discuss the scope of work and project plans with homeowners as required and manage any necessary change order processes
- Support project inspection and close out processes including obtaining necessary signature(s) upon project completion
- Cultivate effective relationships with partner organizations, building inspectors, vendors, and community partners
- Complete necessary documentation and reports
- Address other responsibilities as assigned

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#### **Reporting Relationships**

This position reports to the Construction Coordinator

This position supervises construction volunteers and contractors as needed.

#### **Required Education, Experience, Knowledge, Skills and Abilities**

1. 20+ years of experience in construction and/or skilled trades or high school diploma with minimum of 15 years' experience in construction or bachelor's degree in construction or other skilled trade with minimum of 5 years' experience in construction.
2. Previous experience and/or knowledge of disaster response preferred
3. Strong project management, organizational, problem-solving, and critical thinking skills
4. Extensive knowledge of general construction and basic knowledge of plumbing, electrical and HVAC systems
5. Detailed knowledge of local and state residential building codes and permitting requirements
6. Working knowledge of the International Building Code
7. Demonstrated experience in estimating and supervising construction projects
8. Skilled in coordinating multiple projects simultaneously
9. Strong sense of empathy, appreciation of a diverse client base and workforce, and cultural awareness
10. Understanding and knowledge of the effect of disaster and/or poverty
11. Ability to work cooperatively with staff, volunteers, and collaborative partners
12. Strong communication skills - verbal and written - with ability to handle difficult situations with tact and empathy
13. Strong time management skills with demonstrated ability to manage multiple tasks simultaneously
14. Modest computer skills and knowledge of Microsoft Office products
15. Possess a valid driver's license and proof of current insurance
16. Able to pass a background check and drug screen

| <b>Physical Requirements</b>                                | <b>Rarely<br/>(0-12%)</b> | <b>Occasionally<br/>(12-33%)</b> | <b>Frequently<br/>(34-66%)</b> | <b>Regularly<br/>(67-100%)</b> |
|---|---------------------------|----------------------------------|--------------------------------|--------------------------------|
| 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 indoor/outdoor construction 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.