



## **PENINSULA HOUSING AUTHORITY**

### **Position Description**

**TITLE: Construction Manager**

**STATUS: Exempt**

#### **Scope of Responsibility**

Reporting to the Director of Acquisition and Development, the Construction Manager trains, coordinates, supervises, and leads groups and individuals of varying skill levels through the process of constructing their own homes with the goal of completing each house on time and on budget – focusing on safety, quality, good will, and professionalism at every stage.

#### **Essential Job Functions**

1. Directs, motivates, and works with families and volunteers in the construction of their homes
2. Coordinates and prepares timely jurisdictional permits and inspections
3. Teaches skills and construction fundamentals to novice or new workers
4. Tracks and controls maintenance and use of inventoried supplies and equipment
  - a. Monitors and teaches use of inventoried tools, supplies, or equipment for proper, safe, and qualified handling
  - b. Makes appropriate purchases based on determined necessities and specifications for supplies, materials, and/or equipment
  - c. Reviews deliveries for completeness and adherence to specifications
  - d. Reviews invoices for proper payment
  - e. Checks deliveries against purchase orders and ensures they meet expectations
5. Oversees and maintains the jobsite as a clean and safe work environment for both experienced and novice group members/volunteers
6. Keeps all aspects of construction in compliance with applicable regulations, quality standards, and code.
7. Coordinates and participates in all required inspections
8. Works closely with the Group Coordinator and Program Manager.
9. Maintains effective working relationships with fellow employees, supervisors and the public.
10. Knows and applies rules and regulations of program.
11. Effectively communicates with staff, participants, and subcontractors.
12. Keeps complete and appropriate records in accordance with the above-listed responsibilities
13. Other duties as assigned.

#### **Qualifications**

##### **Knowledge of:**

- ❖ The Mutual Self Help Construction Method (preferred)

- ❖ All phases of house construction including terminology, materials, applications of materials, and necessary record keeping and tracking, (required)
- ❖ Computer functions such as spreadsheets, and word processing (preferred)
- ❖ Construction budgeting
- ❖ Local building codes (required)
- ❖ Bid procurement (required)

**Ability to:**

- ❖ Understand and document budgets
- ❖ Problem solve – sometimes in high pressure situations – while continuing to adhere to safety guidelines and procedures
- ❖ Maintain confidentiality
- ❖ Be punctual and reliable, observing appropriate scheduled hours as dictated by the needs of the project and communicated by/to your supervisor
- ❖ Plan and deliver training to participant families
- ❖ Organize working groups with a focus on encouraging safe participation and interaction
- ❖ Work with minimum supervision
- ❖ Work flexible hours, including some weekends
- ❖ Communicate constructively, effectively, and respectfully with a diverse group with varying income and housing needs
- ❖ Communicate effectively in the workplace

**Additional Requirements**

- ❖ High School Diploma or GED
- ❖ Residential construction experience including framing, roofing, foundations, plumbing, and electrical
- ❖ Possession of, or ability to obtain, a valid Washington state driver's license

**Working Conditions**

Employee is required to work indoors and outdoors in all weather conditions and is subject to heavy and strenuous work. Work is conducted at non-smoking residential construction sites and a standard non-smoking office setting. Work environment is both formal and informal, team and autonomy-oriented, having variable tasks, pace and pressure. Primary functions require sufficient physical ability to work in a construction setting and operate office equipment.

**Physical:**

Must be able to safely perform all functions as described above without encumbrance and with minimal accommodation.

**Mental:**

- ❖ Must possess the ability to effectively communicate ideas, challenges, strategies, and skills.
- ❖ Must possess the ability to prepare and analyze data, resolve complex operating problems collaboratively and independently,

- ❖ Must possess the to identify defects in workmanship and to determine the accuracy and thoroughness of work.
- ❖ Must possess the to problem solve, lead, and make decisions in a deadline-driven environment while keeping a calm and professional demeanor
- ❖ Must possess the to work effectively with others, including the general public and government agencies.

**Service Objective:**

Position has a responsibility to citizens and taxpayers. Must be courteous and respectful, responsive to citizen requests and use effectively the resources of the Housing Authority.

**Supportive Work Environment:**

Employee is expected to treat other employees with respect, support a positive work environment, keep others informed of work issues and programs by maintaining quality communications, and work to resolve issues of conflicting personalities and needs.

**Additional Requirements**

Possession and retention of a valid Washington state driver's license. Pre-employment tests and examinations, including, but not limited to physical examination regarding bona fide occupational qualifications, drug testing, extensive background checks and other related components which are based on the specific demands of the position. Successful completion of all exams, tests, and background checks is a condition of employment. Responsible to apply extensive, in-depth knowledge of public sector operations methods in accordance with applicable provisions of the Revised Code of Washington.

Employees hired on or after June 1, 2011 must not use tobacco products on the job, including but not limited to smoking cigarettes and/or chewing tobacco. Nicotine testing may be required.

The Authority complies with all laws and regulations relating to employment, including the Americans with Disabilities Act and the Washington Law Against Discrimination. The Authority does not discriminate on the basis of handicapped status in the admission or access to its federally assisted programs or activities. The Authority reserves the right to revise or adjust job descriptions, job assignments and job duties at any time. Nothing in this document should be interpreted as a contract with or any other obligation of the Authority.

**By the employee's signature below, the employee acknowledges that they have read this job description and understand their duties and responsibilities.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date