



**Position:** Director of Construction  
**Organization:** SBP - South Carolina  
**Reports to:** Director - South Carolina  
**Status:** Full Time / Exempt

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### ***About SBP***

SBP is an award-winning, nonprofit rebuilding organization whose mission is to ensure that disaster-impacted citizens and communities recover in a prompt, efficient and predictable manner. Through Disaster Recovery Lab, SBP works to share lessons learned, prevent common barriers to recovery and help communities utilize SBP's standardized, repeatable and proven-effective model. Since its founding in 2006, in response to Hurricane Katrina, SBP has rebuilt homes for over 1000 families with the help of over 100,000 volunteers in New Orleans; Joplin, MO; Staten Island, NY; Rockaway, NY; Monmouth and Ocean Counties, NJ; San Marcos, TX; and Columbia, SC.

### **Construction Administration**

- Oversee contract negotiation and execution with subs and vendors to guarantee timely, accurate and cost effective project completion
- Manage inspections, permits, utility activation, and other administrative items with city / municipal entities so that homes are built to code and adhere to schedule
- Create all estimates, scopes of work and gantt schedules for new projects
- Facilitate initial walk through with clients to ensure scope of work is accurate
- Manage change orders as needed while keeping project on time and budget
- Oversee final walk through with clients and/or external parties and complete punch list items as quickly as possible
- Resolve, track and identify methods to avoid warranty or rework repairs
- Ensure projects adhere to regulations imposed by grantors

### **Material & Labor Procurement**

- Develop robust and mutually beneficial relationships with vendors, sub contractors, inspectors, local planning offices, and funders
- Ensure all material orders are correct in quantity, delivered on time and are processed in accordance with SBP procurement rules to produce maximum cost savings and efficiency in scheduling
- Negotiate prices and timelines for sub contracted labor and materials

### **Information Management**

- Oversee the approval, coding and processing of all construction-related invoices
- Manage and communicate, in coordination with Director and Community Engagement Manager, project pipeline to ensure continuity of active projects throughout the year
- Be solutions oriented and innovative in scheduling volunteers at construction projects, proposing potential placements and ensuring each project offers a meaningful volunteer experience
- Manage construction budget - tracking budget vs actual for each project, identifying trends and proposing solutions to ensure more adequate budgeting
- Ensure all electronic construction files, Gantt charts, excel tracking documents, and white boards are up-to-date with accurate information

### **Team Management & Leadership**

- Ensure excellence - high quality service delivery, accurate administration, and effective strategic planning for Construction Department
- Hire, lead, develop, support, and retain a team of high performing Project Managers, AmeriCorps members and Trade Leads
- Oversee the scheduling of all construction team resources to allow for efficient project completion and best utilization of all assets
- Oversee and continually refine training curriculum for all Construction Department staff and AmeriCorps members to ensure quality work and constant improvement
- Remain abreast of relevant information impacting home building codes, standards and processes and ensure this is communicated throughout the Construction Department
- Inspire a culture within the Construction Department that embraces safety and cleanliness as a top priority and develop mechanisms to ensure that this is being met
- Actively work to mitigate workplace accidents and safety concerns
- Represent SBP as needed and communicate an engaging vision that inspires current partners to deepen their involvement and activates new partnerships

### **Organizational Responsibilities**

- Complete all activities with a sense of pride and ownership
- Collaborate effectively with all other departments to bring about the best result for clients
- Demonstrate leadership and accountability in interactions with team members
- Participate in company-wide events, such as meetings and socials
- Display strong commitment to SBP's mission, values and ethos of innovation

### **Qualifications**

- Graduate of a four-year degree program preferably in construction management, construction science, architecture or business administration.
- 7 years or more of experience assisting or supervising construction projects of increasing complexity
- Ability to effectively and positively manage multiple projects and people
- Work productively with limited supervision
- Commitment to continual improvement (of oneself, supervisees and the construction process)
- Ability to train Site Supervisors and volunteers in the following phases of construction: insulation, drywall, mudding, paint, interior trim and doors, final punch
- Ability to read architectural drawings, estimate projects and develop scopes of work

**To Apply:** Please email your resume, cover letter, and salary requirements to [screcovery@sbpusa.org](mailto:screcovery@sbpusa.org).