



## Job Description

### Construction Project Manager: SBP, Inc. NJ Recovery

<b>Job Title:</b>	Construction Project Manager	<b>Full-Time/ Part-Time:</b>	Full-Time
Division/ Department:	Construction	Hourly/ Salary:	Salary
Salary/ Salary Range or Hourly Rate:	Commensurate with experience	Regular/ Temporary/ Per Diem:	Regular
Work Schedule:	Monday-Friday	Exempt/ Non-Exempt:	Exempt

#### Company Overview:

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 50 staff and 180 AmeriCorps members, SBP has rebuilt 1,200 homes across 8 states and shared best practices with many more.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services by increasing preparedness among vulnerable communities.

SBP encourages individuals that are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

#### Job Summary:

The NJ Construction Project Manager will oversee field operations to address Super-Storm Sandy damage. The Project Manager will provide daily oversight for all active projects- ensuring projects are completed in a safe, quality, efficient and timely manner with the tools and materials needed, will oversee and manage a team of up to 12 AmeriCorps personnel. The Project Manager will also be responsible for assisting the Director of Construction with developing estimates, scopes of work and overseeing the permitting and inspections process at the municipal level. Projects include home elevation, new construction, and home renovation.

#### Qualifications:

- Clear communication skills and a strong sense of maturity, positivity, and professionalism.
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, NJ State Police, and FBI.
- Valid driver license and reliable transportation.
- Ability to work productively with limited supervision.
- 5-8 years of residential construction/ rehabilitation experience preferred.
- Knowledge of the nonprofit/ volunteer-driven construction is preferred.
- Commitment to continual improvement (of oneself, supervisees and the construction process).
- Experience and/ or willingness to work effectively with/ supervise volunteers, team members, in-house trades and subcontractors with diverse skill sets and backgrounds.
- Ability to multitask effectively.

#### Responsibilities:



## Job Description

### Construction Project Manager: SBP, Inc. NJ Recovery

#### **Project Management:**

- A. Manage 10-15 active projects, as well as additional projects in the pre or post volunteer phase.
- B. Create and track schedules for each project assigned and ensure that the project stays on schedule.
- C. Track budget vs actual for each assigned project, identify trends and propose solutions to ensure more accurate budgeting.
- D. Schedule and coordinate subcontracted labor as needed to allow assigned projects to become volunteer ready.
- E. Be solutions-oriented and innovative in scheduling volunteers at assigned construction projects and ensuring each project offers a meaningful volunteer experience.
- F. Maintain accurate electronic construction files, gantt charts, white boards and excel tracking documents.
- G. Develop accurate and thorough estimates and scopes of work for newly assigned projects.

#### **Supply Management and Material Procurement:**

- A. Ensure all acquisition from vendors and warehouse follow required SBP-NJ protocol and documentation to guarantee accurate tracking of financials.
- B. Secure materials and tools in accordance with SBP-NJ procurement rules to produce maximum cost savings and efficiency of scheduling.
- C. Coordinate tool and material ordering and delivery so that sites are prepared to operate each day.
- D. Ensure that tools and supplies are stored, maintained, tracked and inventories in a way that protects and preserves them.

#### **Communication with Client Services Team:**

- A. Conduct start file meeting, period inspections and close-out paperwork according to SBP-NJ or grantor protocols.
- B. Communicate progress towards completion and answer questions from client or Client Services team.

#### **Manage Team Members:**

- A. Train Site Supervisors and volunteers all phases of construction, with a focus on: insulation, drywall, spackling, paint, flooring, interior trim and doors, final punch.
- B. Provide timely support to Site Supervisors to ensure their respective goals are met.
- C. Provide guidance and technical expertise to troubleshoot issues that arise.
- D. Coordinate with Site Supervisors to order materials, maintain cleanliness, safety and quality standards.
- E. Provide initial and ongoing training for AmeriCorps members as needed.
- F. Conduct evaluations/ reviews, terminations, vacation and sick requests.
- G. Review and approve AmeriCorps members' timesheets.
- H. Foster relationships of trust, respect and accountability in collaborating with other team members and departments.

#### **Primary Relationships:**

This position reports to the NJ Director of Construction. This position works alongside 3 managers, including the Executive Director, Community Engagement Manager and the Director of Construction.



## Job Description

### Construction Project Manager: SBP, Inc. NJ Recovery

#### Performance Expectations:

The individual is expected to:

- Embody the values, mission and vision of SBP in your communication and interaction.
- Effectively and positively manage multiple projects and people.
- Work productively with limited supervision.
- Seek out and participate in professional development and leadership opportunities.
- Translate broad goals into achievable steps.
- Help set and manage appropriate expectations.
- Handle detailed, complex concepts and problems and make rapid decisions.
- Develop smooth and constructive relationships with people from all segments of the community.
- Plan and meet deadlines.
- Maintain a flexible work schedule to meet the demands.
- Demonstrate initiative and work as a team player.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Provide effective leadership and take full accountability for achieving departmental and organizational goals.

#### To Apply:

Submit a tailored cover letter, resume, three professional references and salary history to [njapply@sbpusa.org](mailto:njapply@sbpusa.org). We will follow up with qualified candidates- please no calls or emails after your submission.

*SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.*

*All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints may arise pursuant to Section 504.*