



## Job Description - Construction Manager: SBP New York

<b>Job Title:</b>	Construction 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 (Saturday's as necessary)	Exempt/ Non-Exempt:	Exempt

### Company Overview:

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. Known as a national leader in volunteer-driven, post-disaster rebuilding; SBP also works to improve resilience in at-risk communities and advocates for overall improvement of the disaster recovery industry. With a team of 50 staff, 200+ AmeriCorps members and 30,000 volunteers each year, SBP has rebuilt homes for more than 1,400 disaster-impacted families across 8 states.

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 New York Construction Manager will oversee the Construction Department to address damage following Hurricane Sandy. The CM will provide daily oversight for rebuilding projects. The CM will successfully train and mentor AmeriCorps members serving within the construction department at sites across Staten Island, Brooklyn and Queens. The CM will ensure all home-repair projects fall within predetermined timelines and budgets, with a strict focus on safety. This position requires regular communication and negotiation with subcontractors, along with daily problem solving.

### Qualifications:

- Clear communication skills and a strong sense of maturity, positivity, and professionalism. Ability to develop working relationships with team members.
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, NY State Police, and FBI.
- Valid driver license with a clean driving record. A company vehicle will be provided for work-related travel.
- 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 residential construction projects of increasing complexity.
- Ability to train AmeriCorps Project Leads and volunteers in the following phases of construction: Insulation, drywall, mudding, paint, interior doors and trim, final punch.
- Ability to read architectural drawings, estimate projects and develop scopes of work.
- Knowledge of the nonprofit/ volunteer-driven construction is preferred.



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- 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:

#### **Construction Administration**

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

#### **Material & Labor Procurement**

- A. Develop robust and mutually beneficial relationships with vendors, subcontractors, inspectors, local planning offices, and funders.
- B. 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.
- C. Negotiate prices and timelines for subcontracted labor and materials.

#### **Information Management**

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

#### **Team Management & Leadership**

- A. Ensure excellence- high quality service delivery, accurate administration, and effective strategic planning for Construction Department.
- B. Hire, lead, develop, support, and retain a team of high performing AmeriCorps members.
- C. Oversee the scheduling of all construction team resources to allow for efficient project completion and best utilization of all assets.
- D. Oversee and continually refine training curriculum for all Construction Department team members to ensure quality work and constant improvement.



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- E. Remain abreast of relevant information impacting home building codes, standards and processes and ensure this is communicated throughout the Construction Department.
- F. 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.
- G. Actively work to mitigate workplace accidents and safety concerns.
- H. Represent SBP as needed and communicate an engaging vision that inspires current partners to deepen their involvement and activates new partnerships.

### Primary Relationships:

This position reports to the Director of New York Recovery. This position works alongside the AmeriCorps Program Manager and Community Engagement Manager.

### 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.
- Participate in company-wide events, such as meetings and socials.
- Collaborate effectively with all other departments to bring about the best result for clients.
- Work on Saturdays, as necessary, to support team members and ongoing projects.

### To Apply:

Submit a tailored resume to [careers@sbpusa.org](mailto:careers@sbpusa.org). We will follow up with qualified candidates.

*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.*