



**Position:** Construction Administrator  
**Location:** Columbia, SC  
**Reports to:** Director of Construction

---

[Click to Apply](#)

### ***About SBP***

SBP, a social impact organization focused on disaster resilience and recovery, solves the challenges facing SBP is a national disaster recovery and resilience organization that ensures under-resourced disaster survivors and communities of color access a predictable and equitable recovery. We accomplish this goal by:

**Preparing** individuals, communities, and organizations ahead of disasters to mitigate vulnerabilities

**Shaping** the disaster sector's systems, policies, and programs

**Building** resilient communities

By taking this holistic approach, SBP shrinks the time between disaster and recovery, securing a brighter future for those impacted by disasters.

### ***Position Summary***

The Construction Administrator oversees multiple aspects of the Subrecipient Agreement (SRA) with the city of Columbia, South Carolina. The Construction Administrator will direct all actions and manage the accomplishment rebuild objectives. We are looking for an experienced professional who can bring his/her best practices for disaster damaged home estimation and follow up inspections to the SBP team. SBP is seeking a leader who is resourceful, self-driven, resilient, and ready to take ownership of aggressive goals.

### ***Responsibilities***

- Implement all components of the organization's SRA with the City of Columbia.
- Continuously improve and follow processes which quickly and efficiently repair or replace disaster damaged homes.
- Collaborate with team members to execute all aspects of the Estimated Cost of Repair process.
- As a team member, ensure all aspects of the inspection process are completed thoroughly and on time.
- Oversee construction transactions and their input into the system of record.
- In conjunction with Program Leadership, establish/validate housing quality construction standards and completion.
- Ensure warranty response.
- Prepare construction files for close out.
- Receive, coordinate, process and record construction related activities associated with the City of Columbia's housing recovery program as specified in the SRA.
- Compile, review, verify, and process statements of work, change orders and invoices associated with completion of housing rehabilitation and reconstruction projects for eligible clients in accordance with available funding and the City of Columbia's CDBG-DR 2015 Disaster Action

Plan.

- Compile, review, verify, and process Xactimate based documents that occur during the process from initial inspection thru final warranty close out.
- Create and manage tracking data for each project as required.
- Maintain accurate electronic construction files, GANTT style charts, whiteboards, and Excel or other tracking documents. Provide weekly updates to the director on the status and progress of all projects.
- Communicate progress towards completion and answer questions from case management team.
- Assist the Deputy Director and the Director of Construction in all aspects of construction administration as required.

### **Requirements**

- Four-year university degree or equivalent combination of education and experience
- 5 years' experience in Estimation and Home Inspections
- Excellent written, oral communications and interpersonal skills; ability to listen and assess the interests of various audiences and communicate ideas in person or in writing in a clear and articulate manner to compel individuals to action
- Proven track record of delivering on goals and meeting metrics
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI
- Must be fully vaccinated against COVID-19 to CDC guidelines and able to provide vaccination documentation

### **Performance Expectations**

- Able to juggle multiple, competing priorities
- Understanding of construction processes and standards
- Able to create and manipulate data in the Xactimate system
- Exceptionally self-motivated and curious
- High level of personal accountability
- Align work performance with SBP's core values
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- Working knowledge of all facets of a CDBG-DR housing program
- Superior work ethic and high energy level
- Desire and ability to work, grow and learn in a startup environment
- Plan and meet deadlines
- Maintain a flexible work schedule to meet the demands of executive management
- 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
- Demonstrate commitment to continued professional growth and development

*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal*

*opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. 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 that may arise pursuant to Section 504.*