



**Position:** Construction Project Manager  
**Organization:** SBP - Puerto Rico  
**Reports to:** Executive Director

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### ***About SBP***

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 growing team of 85+ staff and 240 AmeriCorps members, SBP has rebuilt more than 2,000 homes across 13 states and in the Bahamas, 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 over time 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.

### **Project Management**

- Manage 4-10 active projects, as well as additional projects in the pre or post volunteer phase
- Create and track schedule in 24 hour increments for each project assigned and ensure that the project stays on schedule
- Track budget vs actual for each assigned project, identify trends and propose solutions to ensure more accurate budgeting within 5% of projected costs
- Schedule and coordinate subcontracted labor and/or internal trades teams as needed to allow assigned projects to become volunteer ready
- Be solutions oriented and innovative in scheduling volunteers at assigned construction projects and ensuring each project offers a meaningful volunteer experience
- Maintain accurate electronic construction files, gantt charts, whiteboards, and excel tracking documents. Provide weekly updates to the director on the status and progress of all projects
- Develop accurate and thorough estimates and scopes of work for newly assigned projects
- Provide additional support to Director of Construction as needed

### **Warehouse Management & Material Procurement**

- Manage warehouse operations to allow for optimal scheduling, cost savings and safety
- Ensure all acquisition from vendors and warehouse follow required SBP protocol and documentation to guarantee accurate tracking of financials
- Ensure that tools and supplies are stored, maintained, tracked and inventoried in a way that protects and preserves them
- Manage warehouse AmeriCorps team so that tools, materials and supplies arrive at the right place at the right time. Document instances where errors occur to identify trends and drive solutions
- Ensure a safe, organized and clean work environment is maintained in the warehouse at all times
- Oversee the maintenance of SBP's vehicle fleet so that all vehicles are safe, preserved and properly accounted for
- Secure materials and tools in accordance with SBP procurement rules to produce maximum cost savings and efficiency of scheduling
- Develop and maintain mutually beneficial, responsive relationships with subcontractors and vendors

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

- Participate in start file meetings, period inspections and close out paperwork according to SBP or grantor protocols
- Communicate progress towards completion and answer questions from client or Client Services Team
- Support Client Services Team as needed

### **Manage Team Members**

- Provide timely support to Project Leads, Supply & Logistics Coordinators, and any other members or construction staff to ensure their respective goals are met
- Provide guidance and technical expertise to troubleshoot issues that arise
- Coordinate with Project Leads and Supply & Logistics Coordinators to order materials, maintain cleanliness, safety and quality standards
- Provide initial and ongoing training for AmeriCorps members as needed
- Conduct evaluations/reviews, terminations, vacation and sick requests
- Foster relationships of trust, respect and accountability in collaborating with other team members and departments

### **Other Responsibilities and Requirements**

- Embody the values, mission and vision of SBP in your communication and interaction.
- Effectively and positively manage multiple projects and people
- Bilingual Fluency in English and Spanish
- Work productively with limited supervision
- Commitment to continual improvement (of oneself, supervisees and the construction process)
- Ability to train Project Leads 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
- Experience and/or willingness to work effectively with/supervise volunteers, team members, in house trades and subcontractors with diverse skills sets and backgrounds
- Clear communication skills
- Seek out and participate in professional development and leadership opportunities

[TO APPLY, PLEASE CLICK HERE](#)

*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*