



**Title:** Construction Manager

**Compensation:** \$35,000 annual salary

**Responsible to:** Housing Director

**Mission Statement:** The Well CDC exists to give worth, value, and dignity back to the communities of Akron.

**Main Objective:**

To use your gifts and talents to assist in the promotion, scheduling, and home remodeling for the housing department of The Well CDC. Specifically providing oversight and direction through managing, organizing, developing the staff, and remodeling properties of The Well CDC in the department of housing. This position is for an unspecified duration and constitutes "at will" employment.

**Job Description:**

**I. General**

- a. Grow The Well CDC's ability to create home ownership in the Middlebury community.
- b. Understand the home restoration process from property acquisition through completion.
- c. Work toward long-term sustainability of the housing department and The Well CDC.
- d. Understand and implement construction safety practices.
- e. Understand the mission of The Well CDC, and be able to communicate it effectively.
- f. Act as On Call Maintenance Technician on rotational basis.

**II. Map & Identify**

- a. Assess projects for the purposes of creating budgets, scopes of work, and schedules.
- b. Provide insight to areas adjacent to current projects- home sales, vacant lots, dilapidated properties, etc.

**III. Rehab & Restore**

- a. Able to manage remodeling projects- staff, volunteers, subcontractors.
- b. Able to understand and keep projects on budget and on schedule.
- c. Able to compile material lists needed for completion of work.
- d. Able to perform a variety of home remodeling tasks.
- e. Able to perform property maintenance on all owned facilities as needed.

**IV. Grow Capacity & Knowledge for Healthy Home Ownership**

- a. Able to teach community members home ownership and maintenance classes.
- b. Participate in the creation of a Culture of Giving.
- c. Invite others into the mission of The Well CDC through financial contributions and volunteering.

**V. Qualifications:**

- a. Have experience managing construction projects.
- b. Have experience in home remodeling.
- c. Able to manage & lead staff in the restoration and maintenance of homes.
- d. Able to manage & lead volunteers in the restoration and maintenance of homes.



**VI. Expectations:**

- a.** Hours: 40 hours per week
- b.** Willing to work evenings and weekends when necessary
- c.** Meet with your supervisor on a bi-weekly rhythm.
- d.** Common Business Courtesy
  - i.** Return phone calls and emails within 24 hours
  - ii.** Be on time to meetings, events and programs
- e.** Maintain a neat and organized work space- office, vehicle, construction site.
- f.** Adhere to related staff policy and procedures
- g.** Assist with other staff or tenants when needed or asked.