

Title: Construction Project Manager

Position: use project management skills to organize and coordinate The Well CDC staff and contractors to execute the goals of the housing department, primarily acquisition | rehab, on time and on budget

Compensation: Salaried

Responsible to: Executive Director

Mission Statement: We invest in people through the built environment

Main Objective: To use your gifts and talents to create systems that support, maintain, and guide The Well CDC. Specifically providing oversight and direction through managing, organizing, and developing the construction (Acquisition Rehab) projects of the Restoring Housing initiative of The Well CDC. This position is for an unspecified duration and constitutes "at will" employment.

Job Description

I. General

- a. Lead the housing renovation projects of The Well CDC
- b. Excellent customer service with staff, Middlebury residents, contractors, and inspectors
- c. Clear communication to ensure goals and expectations are met by staff and communicated to leadership team and the board.
- d. Be able to understand, read, and create an annual budget
- e. Strong project management skills, results-driven, with the ability to manage multiple deadlines at the same time.
- f. Understand and facilitate the home restoration process from property acquisition to completed rehab
- g. Organization needed to communicate properly to all stakeholders in housing development; grants, local philanthropy, investment, and banks.
- h. Technical skills to interpret construction methods, contracts, and drawings as well as a keen understanding of the current building codes necessary to ensure compliance with local regulations.
- i. Work toward long-term sustainability of the housing department.
- j. Be able to recruit, hire, and train people who currently live in the Middlebury community.

II. Project Management

- a. Create project timelines, scopes of work, budgets, and benchmarks for all construction projects (minimum of 18 Acquisition & Renovation projects annually)
- b. Lead a small staff team to accomplish goals, give biannual reviews, and implement weekly accountability systems so everyone on the team knows what is expected of them
- c. Timely financial reporting, expense tracking and project allocation
- d. Recruit and develop a list of trusted subcontractors and suppliers that value our work, philosophy and see us both as a source of consistent business and themselves as part of the mission
- e. Build accountability systems for inhouse work and subcontractors to ensure quality work is



- consistent
- f. Understand scopes of work and be able to advise supervisor of revisions or changes that may need to be made to project timelines
- g. Assess and grade properties in Middlebury for the purposes of rehab or demolition
- h. Maintain and update a prioritized list of houses and needs in the Middlebury community
- i. Understand budget constraints and be able to creatively plan for difficulty in financing
- j. Understand the grant and investment opportunities that are available for housing in a disinvested neighborhood
- k. Be able to utilize volunteers to engage the greater Akron community in the the mission of The Well CDC

III. Qualifications

- a. Previous experience in construction and managing projects
- b. Have home building qualifications or be willing to get certifications
- c. Able to manage & lead a crew(s) of paid employees
- d. Able to manage & lead volunteers in the restoration of homes
- e. Ability to work in a fast-paced environment and manage multiple projects simultaneously
- f. Strong analytical thought process with sound judgement and attention to detail
- g. Must me a self-starter with a collaborative spirit
- h. Must have a valid driver's license and able to be insured

IV. 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. Attend Well CDC board meetings as invited by the Executive Director
- e. Common Business Courtesy
 - i. Return phone calls and emails within 24 hours
 - ii. Be on time to meetings, events, and programs
- f. Maintain a neat and organized workspace
- g. Adhere to related staff policy and procedures
- h. Must be able to stand for long periods of time
- i. Must be able to lift 50lbs or more
- j. Assist with other Well staff or tenants when needed or asked.

Thank you for your interest in joining the team at The Well CDC. Please return your cover letter, resume, and reference sheet (3-5 references) to Zac Kohl at The Well, by February 4, 2022. You can drop them off at the building or put them in the mail. If you are selected for an interview you will hear from us the week of February 7th. We hope to make a hire in the month of February.

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