



Job Announcement

Job Title: Construction Manager
Reports To: Executive Director
Revision Date: July 8, 2022
Position Status: Full-Time
FLSA Status: Exempt

Position Summary: Responsible for oversight of the new home construction and acquisition/rehab programs as well as backup support for the rehab (home improvement) loan program.

Duties and Responsibilities:

New Construction Development:

- With assistance from an architect, prepares bid specifications, drawings, and plans that comply with local building, electrical, mechanical, plumbing, fire, and zoning regulations
- Solicits jobs for bid on behalf of NeighborWorks Pocatello and verifies that subcontractors are in compliance with insurance, bond, license and HUD "Section 3" requirements
- Provides cost estimates for new construction
- Inspects and supervises new construction projects from start-to-finish; notifies contractor(s) of needed corrections
- Executes or assists in determining a work schedule for selected properties and shares written schedules with subcontractors on a weekly basis and keeps a daily log of construction activity. Supervises completion of a final punch list to drive projects to completion
- Processes and provides initial approval of change orders
- Receives invoices from contractors and provides approval of payments to accounting staff
- Act as a liaison to municipal and state inspectors, as well as private/commercial inspectors and works to correct all identified issues
- Verifies that all work performed by subcontractors has been done in accordance with drawings, plans, specifications and code requirements
- Promotes job site safety, encourages safe work practices and rectifies job site hazards immediately
- Posts brochures and all appropriate signage at properties
- Works with buyers throughout the entire phase of construction, including completion of their sweat equity requirements

Acquisition/Rehab Program:

- Identifies properties (including HUD owned properties) that would be suitable for acquisition/rehabilitation opportunities
- Determines extent of rehab activity to the selected homes and assists with cost/benefit analysis
- Prepares bid documents and work scopes and uses as many advertising mediums as possible in order to get the information disbursed to a wide range of contractors and oversees the construction work that is taking place on the projects
- Prepares, updates and shares work schedules with subcontractors

Miscellaneous

- Continually solicits, as well as maintains a list of suitable and qualified contractors willing to work on NWP projects
- Serves as staff liaison to Real Estate Committee
- Ensures continuous improvement of NeighborWorks Pocatello housing systems and processes to reduce building costs and maximize profit margins (value engineering)
- Other duties as assigned by Executive Director

Skills and Qualifications:

- Comprehensive knowledge of local building, plumbing, electrical, mechanical and fire codes
- Strong knowledge of general construction principles and practices, building materials, current prices, and quality control standards
- Knowledge of residential housing markets practices and trends in Southeast Idaho
- Knowledge and/or a strong willingness to learn and adhere to Housing and Urban Development (HUD) guidelines
- Well organized, highly motivated, self-starter, able to manage numerous projects at one time and sensitivity to the needs of low-income and diverse populations
- Ability to communicate clearly, orally, or in writing, and compile and present oral and written reports
- Excellent human relations skills and the ability to establish good working relationships with local government officials, contractors, home buyers and neighborhood residents and to resolve conflicts
- Excellent computer skills with proficiency in Microsoft Office, particularly Excel and WORD
- Access to reliable transportation, possess current driver's license and automobile insurance
- Available to work evening and weekends if necessary

Education and Experience: 4-year college degree preferred but not required. 5+ years of successful Project Management experience – preferable with a residential housing developer or multi-family builder. Experience in managing multiple concurrent projects. Knowledge and familiarity with Southeast Idaho subcontractors and vendors is a big plus.

Working Conditions: Combination of working at a desk in an office environment and working outdoors

Physical Demands: Ability to climb ladders, inspect roofs, attics and crawl spaces. Must be able to lift at least 50 pounds.

Equal Employment Opportunity: NeighborWorks Pocatello is committed to Equal Employment Opportunity. It is the policy of the organization to encourage and support equal employment opportunity for all applicants and employees without regard to sex, age, race, color, ancestry, religious affiliation, national origin, physical or mental disability, medical condition, sexual orientation or marital status.

Americans with Disabilities Act: Employees who are or become disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Salary Range: \$57,000 to \$63,000 annually plus benefits.

To Apply: Submit resume, cover letter and names and contact information of three references to NeighborWorks Pocatello, 206 N Arthur, Pocatello, ID 83204 or mdahlquist@nwpcatello.org. Deadline to apply is August 5, 2022.