



## Construction Manager

<b>Department</b>	Residential Rehabilitation Services
<b>Hours Worked:</b>	Full-Time-37.5 hour per week
<b>FLSA Status</b>	Non-Exempt
<b>Reports to:</b>	Director of Residential Rehabilitation
<b>Location</b>	Bufalo Office
<b>Pay range</b>	28.00-33.00/hr
<b>Benefits</b>	NCP offers a comprehensive benefits package including generous health benefits, 15 Days accrued PTO in first year, 12 paid annual holidays, medical, dental and vision insurance, 401(k), supplemental short-term disability insurance, long-term disability insurance, and life insurance

### ABOUT US

NeighborWorks® Community Partners is on a mission to build and strengthen communities. We are a HUD Certified nonprofit organization that serves thousands of individuals and families across Western NY each year in creating homes, building personal wealth through sustainable homeownership, and growing a vibrant community around them by helping them. *NCP values Partnership, Diversity, Innovation and Risk-Taking, Sustainability and Integrity.* If these values align with your own and the thought of working in a team environment to deliver superior quality customer service appeals to you, we are interested in hearing from you!

### ABOUT THE POSITION

This position offers the opportunity for considerable professional and career growth.

### ESSENTIAL FUNCTIONS

- Maintain expertise with residential construction, residential inspections and lead paint inspections. This includes keeping current on trends and changes in the field of residential construction that may impact NeighborWorks® Community Partners Niagara Falls/Bufalo Services.
- Ability to perform residential inspections, produce inspection reports and project cost analysis.
- Provide construction management services to customers. This includes development of scope of work for project, develop specifications and put projects out to bid with contractors, contract and project oversight, managing site visits and contractor payouts,

resolving customer/contractor conflicts and warranty issues, and ensure completion of all required contract documents and reports.

- Assure compliance with regulatory statutes.
- Implement service delivery strategies for technical service initiatives.
- Market NeighborWorks® Community Partners programs to the community.
- Implement continuous program evaluation and assessment.
- Database input for Home Developer Pro Spec writing software program.
- Maintain all files and records as necessary.
- Accountability to projection goals.
- Assist with contractor outreach and recruitment efforts.

### **General Organizational Tasks**

- Assure that internal documents and tracking are completed for each customer.
- Maintain strong working relationships with all NeighborWorks® Community Partners.
- Represent NeighborWorks® Community Partners in a manner that will foster and cultivate positive relations with volunteers, partners, media, donors and sponsors. This will include representation at events as appropriate.
- Knowledge of Niagara Falls neighborhood groups and resources; refer customers as appropriate.
- Assist with departmental reporting and program assessment.
- Other tasks that may be required to assist the Director of Residential Rehabilitation and Energy Services.
- Attend departmental and staff meetings, as required.
- Other tasks that may be required to fulfill the objectives of the agency.

### **Experience and Qualifications**

- Knowledge of basic principles of Residential Construction and Inspections, Building Codes
- A minimum of Associate degree and five years' experience in residential construction
- Must possess customer service attitude
- Strong computer skills; familiarity with Microsoft Office Suite
- Strong organizational, communication, and conflict management skills
- Ability to handle multiple projects at any given time and meet deadlines
- Ability to work a flexible schedule with some nights and weekends required
- Travel is required; reliable transportation and a valid driver's license required

### **KEY SKILLS AND ATTRIBUTES**

- **Customer Service** – Works with the NeighborWorks® Community Partners team to provide first class customer support to internal and external stakeholders.
- **Collaboration** - Is outgoing, personable and passionate about working with people to further the organization's mission.
- **Industry Knowledge** – Must be knowledgeable in field of work with a commitment to staying current with trends, issues and initiatives relative to all aspects of these areas.
- **Relationship Builder** - Can build respectful relationships with NCP clients.

**WORK ENVIRONMENT****PHYSICAL DEMANDS & WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; talk; hear. The employee may occasionally be required to stand, carry, reach, climb, pull, stoop, kneel, crouch, balance and lift and/or move up to 20 pounds. The employee may rarely be required to perform repetitive tasks. Specific vision abilities required by the job include close vision, peripheral vision, and depth perception. The noise level in the work environment is usually moderate. **We are an Equal Opportunity Employer.**

**Candidates meeting the criteria are encouraged to submit their updated resume to:**

[csimmons@ncpny.org](mailto:csimmons@ncpny.org)