



Construction Manager

Department:	Residential Rehabilitation Services
Position Status:	Full Time – 37.5 hours per week/Non-exempt
Reports To:	Director of Residential Rehabilitation
Duty Station:	Rochester, New York
Organization:	NeighborWorks® Community Partners
Direct Reports:	None
Salary Range:	\$44,000-48,000/annually.
Benefits:	NCP offers a comprehensive benefits package including generous health benefits, 15 Days accrued PTO in first year, 12 paid 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.

Program Implementation

- Maintain expertise with residential construction, inspections & lead paint inspections.
- Ability to perform residential inspections, produce inspection reports, project cost analysis, and assure compliance with regulatory statutes.
- Provide construction management services to customers. This includes development of scope of work for project, developing specifications and putting projects out to bid with contractors, contract and project oversight, and managing site visits.
- Implement service delivery strategies for technical services 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

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
- 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 five years education and/or experience in residential construction
- Must possess customer service attitude
- Strong computer skills; familiarity with Microsoft Office Suite
- Strong organizational and communication 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 valid drivers 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

NCP has offices in Buffalo, Rochester and Niagara Falls, and the candidate must be willing and comfortable communicating through video conferencing and telephone, as needed. The right candidate will be comfortable using the tools provided to break down language barriers for customers who do not speak English, which may include a translation service, or staff translator. Must also be able to work successfully with a diverse range of individuals including customers, volunteers, and agency partners. One must be self-motivated, flexible, persistent, organized and very attentive to detail. Reliable transportation is required. **We are an Equal Opportunity Employer.**

If you wish to apply, please apply online or submit a Cover letter and resume to:

kkhan@ncpny.org