



Strengthening & Equipping Neighborhoods Together

Construction Manager Job Description

Team Member:		Supervisor:	Executive Director
FLSA (Exempt/Non-Exempt):	Hourly (Non-exempt)	Position (full or part-time):	Full-time
Location:	Hi-Crest area	Travel Required:	Yes
Hours:	40 hours, based on business needs	Supervises:	NA
Last Updated	September 2021	Other (starting wage):	Salaried- \$40k

Primary interactions with:

SENT staff, leadership and partners, vendors, suppliers, and community members

Work schedule: Full-Time, hours necessary to complete work assignments (24 hours standard, up to 40, no overtime)

- 40% Supervision of construction projects
- 10% construction work
- 50% Administrative paperwork

SENT's Mission:

Intentionally walking beside neighbors through loving relationships and strategic development to accomplish the holistic transformation of neighborhoods in Shawnee County.

SENT's Vision:

Holistic transformation of neighborhoods in Shawnee County, with an emphasis in Hi-Crest.

SENT's Core Values:

Relocation, Redistribution, Reconciliation, Holistic Approach, Empowerment, Listening to the Community, and Leadership Development.

Position mission:

The Construction Manager role is an important part of the SENT team. This position oversees the development of housing: builds scope of work and provides project oversight for new houses being built and rehabs, flips and maintenance of properties as well as the SENT Gives Back Fund Projects and other projects. This individual will have a thorough understanding and willingness to support SENT's mission, vision, values, and strategies.

The Construction Manager appreciates the relationship between vendors, suppliers and SENT, while working with team skills and independent skills to make effective decisions and to achieve successful outcomes. Must work with an eye for detail; have a pleasant, friendly style; and strive to build long-term relationships. This individual understands their role is important in providing excellent customer service and great communication with leadership and co-workers.



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Essential Functions:

- Build scope of work
 - Submit scope of work to the Housing Committee for approval
 - Identify and schedule contractors for each project
 - Set timelines (manage the calendar), goals, budget, & strategies for each project
 - Work with client to finalize the scope of work
 - Purchase materials
 - Stay in constant and consistent communication with contractors
 - Ensure the safety of the job site
- Help identify properties for rehab or construction.
- Initial walkthrough of properties, take pre and post pictures
- Oversight of or complete work as needed on each property
- Collect stories of each project
- Identify and approve participants for the SENT Gives Back Fund and seek funding for Gives Back Fund
- Evaluate each project/house to determine what needs to be done to meet SENT's expectations of safety and quality standards
- Plan and execute new construction, rehabilitation, and major repairs meeting time and budget goals
- Contribute and help achieve the goals of the Housing Team
- Ensure to request copies for instructions are made before the project day

MANAGEMENT Responsibilities:

- Hire, train, guide, encourage, develop, and coach staff and volunteers
 - Create and hold staff accountable for performance objectives
 - Communicate team member performance successes and challenges to the most appropriate individual (direct supervisor of team member, your direct supervisor, or external HR)
 - Oversee and manage the annual evaluation
 - Provide regular, consistent, and ongoing performance feedback and coaching
- Provide counsel and support to staff and volunteers
 - Ensure issues are addressed consistently and fairly
 - Ensure staff coverage to meet needs
 - Implement work procedures and processes to increase efficiency and productivity
 - Manage policies and issues
 - Monitor, review and approve expense invoices
 - Regular visits with team members to evaluate day-to-day operations
- Oversight of day-to-day operations and issues
 - Create and manage schedules for full and part-time staff
 - Cross-train staff
 - Ensure issues and policy administration are addressed fairly and consistently
 - Ensure uniformity of processes, tasks, and expectations
 - Implement and educate staff on new policies and protocols
 - Stay current on office communications
- Regularly advise leadership
- Regularly represent SENT at events



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General Responsibilities:

- Great work ethic and attitude
- Support SENT's strong relationship culture through quality work and exceptional communication skills
- Provide superior client service by resolving problems efficiently and responding timely
- Identify and implement solutions to problems in general and urgent matters
- Actively seek to add and enhance knowledge regarding developments and current trends in the industry that will serve the SENT's needs by attending educational conferences, reviewing professional publications, build and maintain a professional network, participate in business related societies and/or associations
- Seek the counsel of supervisor on financial concerns or other issues as appropriate
- Work collaboratively with staff to maintain a team environment to accomplish the tasks necessary to serve and support the company
- Flexible to accept additional assignments as requested by leadership
- Cross train when necessary
- Professionalism while representing SENT (onsite, professional, and community events, and via communications)
- Participate and attend meetings as requested
- Recommend policies and procedures as it relates to their area of responsibility
- Timely responses to inquiries for information to customers, staff, and vendors
- Comply with federal, state, and local laws
 - Follow SENT policies and procedures
 - Know and comply with HUD housing guidelines.
- Other duties as assigned

Performance Measurements and Accountability:

- Timely, accurate and effective management of time and projects
- Collaborative relationships are developed and maintained with partners and staff (internal and external)
 - Team player that accomplishes work tasks in collaboration with others
 - Ability to change while accepting and supporting management decisions
- Achievement of objectives as outlined by leadership
- *Recommended Training: Christian Community Development Assoc (CCDA); Trauma practices and experience with at-risk communities*
- Arrive and depart from work timely per schedule

Qualifications: (Knowledge, Skill and Ability)

- High School graduate or equivalent, Trades program or bachelor's degree education
- OSHA 10 certified, preferred
- Prior construction experience, 3 years preferred
- General Contractor's license or a plan to obtain it, preferred.
- CPR & First Aid training, preferred
- Lead Safety training, preferred
- Resident of Topeka or surrounding communities, preferred
- Excellent leadership, management, and communication
- High level strategic planning skills
- Knowledgeable and willing to support the mission, vision, values, and strategies of SENT
- Expressed ability and / or references in

- Hard work, detailed, organized, enjoyable to work with.

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Job Description

- Able to delegate, monitor, and encourage volunteers and team members
 - Follow through, accountable and independent execution
 - Compassionate, perseverance, patient, and empathetic
 - Able to define necessary boundaries with employees, families, participants
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- Demonstrated ability in working with young people, families, volunteers, and community leaders
 - Demonstrates excellent teamwork skills and working together to achieve successful outcomes
 - Demonstrates independent work skills to guide effective decision making and positive results
 - Strong math skills
 - Familiarity with common power and hand tools
 - Exceptional time management skills and abilities while multitasking and prioritizing work
 - Strong communication skills (verbal, written and listening)
 - Ability to work in a team environment
 - Good organizational and analytical skills
 - Strict attention to detail and accuracy
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Physical Demands:

- Lift and move items up to 50 lbs.
- Physical stamina
- Sit, stand, and walk for extended periods of time
- Ability to concentrate on detailed information
- Ability to work on the computer for hours at a time
- Bend, kneel and reach items
- Frequent use of hands to finger, handle or feel objects, tools, or controls
- Must be able to speak and listen effectively
- Vision abilities for close vision, color vision, peripheral vision, and depth perception

Work Environment:

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job.

- General construction setting with exposure to high and low temperatures, as well as noise, heat, dust, or other adverse factors
- Physically strenuous work
- Carry heavy loads and often contort their bodies to access difficult to reach areas
- Inclement weather
- Exposure to dangerous chemicals, fumes, and noise that can cause ear damage
- To prevent bodily harm, construction laborers must wear protective equipment
- Workers must be extremely cautious and follow all safety rules
- Along with general office environments (sit and stand; visual acuity, finger dexterity)
- Travel may be required, along with that entails standard travel risks
 - Work hours are generally Monday – Friday



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- I can perform this job without accommodation**
- I need accommodation to perform this job**

I have read and understand all aspects of the Job Description and agree that I am fully capable to perform the essential functions as outlined. If an accommodation is necessary, I will speak with the appropriate individual. I agree to perform to the best of my ability.

This job description is only a summary of the typical functions of this position, not an exhaustive nor all-inclusive list of all possible job responsibilities, tasks, duties, knowledge, skill, and ability required to perform this job. Responsibilities and requirements may vary. This job description does not state nor imply that these are the only activities to be performed by the team member holding this position. Staff is required to follow other job-related instructions and perform other job-related responsibilities as requested by management. Job descriptions are not intended to and do not create employment contracts. SENT maintains its status as an at-will employer. Team members can be terminated at any time, for any reason not prohibited by law.

Team Member signature:

Date submitted:

- By checking this box, I verify the above is my electronic signature**