

POSITION DESCRIPTION

Neighborhood Housing Services of Great Falls
dba NeighborWorks Great Falls

Job Title: Construction Project Manager

Accountable To: Director of Real Estate Development

Revision Date: 06/01/17

Position Status: Regular Full-Time

FLSA Status: Exempt

Grade: 23

Minimum Qualifications: AA in construction technology or related subjects and seven years construction experience, or an equivalent of ten years' experience if the construction project management field. Employee must have valid driver's license and carry minimum liability insurance prescribed by Montana law. Demonstrate knowledge and experience in all phases of new construction, rehabilitation, specification writing, estimating, drafting, reading blueprints, and project management. Must be able to multitask effectively. This position requires strong oral and written communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee and direct construction projects from conception to completion.
- Serve as project manager ensuring construction is on time and within budget.
- Coordinate with Architect and Director of Real Estate Development to develop scope of work, timelines, specifications, cost estimates and project budget.
- Prepare and submit building permit applications to City for review.
- Review codes and authorize payments for construction related expenditures.
- Develop and coordinate timelines for contractors and suppliers.
- Manage multiple construction projects simultaneously.
- Coordinate with Architects and General Contractors to assure that code requirements are met.
- Plan, schedule and supervise work of General Contractors.
- Prepare internal and external reports pertaining to job status.
- Optimize performance and production of all projects.
- Apply specific carpentry skills and enhance project crew performance.
- Inspect and monitor General Contractor's work for quality and completeness.
- Review and authorize General Contractor's pay requests.
- Complete final inspections and punch lists for all construction projects.
- Provide technical support as necessary for all construction projects.
- Analyze, manage and mitigate risks.

SAFETY

- Oversee all construction projects to monitor compliance with building and safety regulations.
- Ensure weekly onsite construction safety briefs are conducted and documented.
- Ensure OSHA requirements and recommendations are being followed.

WARRANTY

- Coordinate, plan and schedule work tasks relating to construction warranty issues.

OTHER DUTIES

- As requested by colleagues and manager.
- Participate in planning, training, and board meetings as requested.

This job description describes the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

Physical Requirements:

The employee is expected to perform physical exertion typically found on construction sites. This physical exertion will include, but will not be limited to: carrying, lifting, climbing, crawling, stooping, squatting, pushing, pulling, and hauling. Each will be expected to lift, on a regular basis, between 50-100 pounds. Candidate must be able to safely use manual tools and power equipment common in the construction trades.

This document does not create an employment contract, implied or otherwise. NeighborWorks Great Falls retains the discretion to add to or change the duties of this position at any time.

By signing below I acknowledge that I have read and understand the requirements and performance criteria for this position.

Employees' Signature

Date

Supervisor's Signature

Date