

2020 Creative Compassion, Inc.

Construction Manager 25 hrs Weekly



**Job Title: Construction Manager/Developer**

The Construction Manager (CM) oversees the new home construction program of CCI's organization. CCI completes about 3 homes each year. The CM completes construction projects by organizing and controlling projects for CCI, and also supervises subcontractors on behalf of CCI. Job would be ideal for a retired contractor who wants to keep his hand in the trade and give something back to the community at the same time. Or for an active contractor who would like to devote a substantial amount of time to assisting a faith-based non-profit.

The CM reports directly to the Executive Director on construction project issues, such as current progress, cost-benefit analyses, problems within project related to development, and examining prospective property. This job description does not cancel or undermine any statements within the CCI Employee Manual.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Maintain controls on hiring and coordination of subcontractors until project completion
2. Maintain controls on CCI's in-store builder's accounts concerning project supplies
3. Once weekly, will approve subcontractor invoices for projects
4. Regularly monitor each construction project for satisfactory progress
5. Attain and store proper permits associated with construction projects
6. Update CCI Executive Director and Board regularly on the progress of current construction projects
7. Work in partnership with CCI Executive Director and representative real estate agent when looking to purchase property by examining prospective property for suitability to build, then offering opinion on property
8. Assess possible homes to rehab & assess property for new building. Develop an estimated work budget per project
9. Work closely with the Executive Director and Financial Officer on cost-analyses concerning projects
10. When necessary, meet with homeowners one-on-one to coordinate progress on projects (such as choosing house plan/design)
11. Concerning sweat equity, when work comes along that the homeowner can do on project site, contact homeowner
12. Concerning homes under CCI's 1 year warranty, coordinate subcontractors to provide satisfactory repair on legitimate problems reported
13. Attend routine trainings or Board meetings when necessary

**PROFESSIONAL QUALITIES**

1. Transparent and high integrity workmanship
2. Hands-on budget management skills, including budget preparation & decision-making

3. Strong organizational abilities including planning, delegating, and scheduling
4. Ability to convey information clearly
5. Skills to collaborate and motivate subcontractors
6. Flexible leadership persona
7. Willingness to learn Energy Star requirements on new builds
8. Strong written and oral communication skills
9. Ability to interface and engage professionals and customers
10. Demonstrate ability to collaborate with staff
11. Strong public speaking ability
12. Able to follow oral & written instructions
13. Availability to CCI staff during standard weekday work hours (8:00 – 5:00) via phone, email, or in-person

### **CERTIFICATIONS & EXPERIENCE**

1. Active General Contractor's License
2. At least 3 years of experience acting as a General Contractor for residential building in Tennessee.
3. Past work with Energy Star (encouraged, but not required)

### **PAY & BENEFITS**

CM will be an employed staff of CCI. Pay will be based on hourly calculation, at a rate of \$25.00 per hour. Paychecks are issued on a bi-weekly basis. Paid holiday, paid vacation/sick leave as accrued. Compensation for mileage.

### **WHAT TO INCLUDE WITH YOUR RESUME\***

1. Name, Contact Information
2. Copies of Licenses and Insurances
3. 3 Construction projects completed in the last 3 years that you are most proud of
4. At least 2 professional construction references

*\*Please understand that failure to submit a resume with additional documents will not be considered for review.*

Employment contingent upon passing a pre-employment drug test, at the cost of Employer.

Interested applicants should apply directly to Creative Compassion, Inc. by way of physical drop-off, mail, fax, or email. Interviews will be scheduled after passing a resume review.

#### Contact Information

Creative Compassion, Inc.  
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Crossville, TN 38555

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