Construction Manager – Lead Hazard Control

Housing Rehabilitation Supervisor

Residential Housing Rehab Supervisor – Lead Hazard Control

ABOUT US: Add your Agency information here.

WHAT IT’S LIKE TO WORK FOR …: Add your Agency information here.

POSITION OVERVIEW: [Your Agency] is managing lead hazard control work through a grant provided by the NJ Department of Community Affairs. [Your Agency] is part of a statewide partnership with other community based organizations and municipalities in New Jersey, to remove lead hazards from residential housing. To support these efforts, [Your Agency] is hiring a Construction Manager to oversee lead hazard control work. The Construction Manager will be responsible for the coordination and management of processes that provide lead hazard control and healthy homes renovation and repair work in [your agency territory].

This position will work closely with [your management structure], and our lead hazard control project personnel to advance our goals.

WHO WILL BE SUCCESSFUL: The people who thrive on our team are passionate, creative, open-minded, flexible, self-directed, and willing to learn from mistakes. They are also experienced professionals who are results-driven, detail-oriented, organized and responsible.

RESPONSIBILITIES:

* Participate in the implementation of lead program strategies, operational procedures, project development, and budgeting
* Monitor progress towards achieving goals and objectives
* Work with program partners to maintain professional relationships
* Coordinate and oversee lead risk assessments, lead hazard control work and lead clearances
* Create scopes of work from Lead Risk Assessments and visual inspection of units
* Coordinate and manage all aspects of subcontractor activities -- estimates, project requisition, contracting, project initiation, oversight and project completion/closeout
* Supervise and monitor construction processes (on site), ensuring high quality work and compliance with HUD and NJDCA lead rules and regulations
* Maintain positive relationships with customers and community
* Track participant data/folders, unit progress and compliance with project budgets
* Participate in marketing lead program to the community

QUALIFICATIONS:

**Demonstrated Experience**

* High School diploma, with a minimum of 5 years work experience in construction
* 3+ years work experience in residential rehab project and construction management
* Experience providing lead safe renovation, repairs and/or abatement
* Proficiency in Microsoft Office applications (Word, Excel, Outlook)
* Valid NJ Drivers License in good standing

**Preferred, but not required**

* EPA Lead RRP certification, Lead worker and/or Lead Supervisor credential or similar (If not credentialed, ***must be willing to participate in training and certification post hiring***)
* Experience with lead hazard control, energy efficiency and healthy homes programs
* Knowledge of HUD Lead Hazard Control Guidelines and/or NJDCA Lead Abatement Code. (Must be willing to learn all aspects of lead hazard control.)
* Spanish language proficiency

**Ambition and Vision** - Ability to take initiative, be proactive, and efficiently see projects through to completion

**Personality** - Independent, but willing to take coaching and direction from teammates and external technical assistance providers; ability to represent our Agency in a professional and personable manner in the community

**Mission-Related Knowledge** - Passion for Isles’ mission, especially related to lead poisoning prevention

**Positive Workstyle** - Ability to work with a positive and professional attitude; open to learning, ability to work well with diverse personalities, in a team or individually; excellent organizational skills, and a high level of attention to detail

POSITION DETAILS:Exempt, 40 hour/week position. Flexible schedule and benefits. Starting Salary $55k to $75k DOE. Expected project completion:

**Please send cover letter and resume to** **. Your application materials should demonstrate why you’re a good fit for this position and what *specific* skills, experience, talents, and interest you’ll bring to the table.**

***This section details the main duties of the position and is updated as needed.***

| **Percent of Time** | **Duties** | **Rank Priority** |
| --- | --- | --- |
| 20  70  10 | *Planning and Administration*   * Support planning of lead projects * Monitor expenses in line with budget * Obtain requisitions for work based on subcontractor estimates. * Prepare reports and analysis of progress towards goals   *Service Implementation*   * Coordinate and Schedule lead assessments with Lead Risk Assessor and customer. * Assess unit structural, health/safety and other needs. * Develop Scope of Work from Lead Risk Assessment and site review. * Obtain estimates from subcontractors and support scheduling of work. * Obtain sign-off on necessary documentation to proceed with work and after completion of work. * Act as a liaison between customers and program partners. * Coordinate with independent contractors during the course of work to ensure quality of workmanship. * Review contractor as work progresses; ensure thorough completion of jobs and obtain feedback from customers. * Track all work done; monitor subcontractor’s performance, ensuring all work is completed in accordance with established objectives, specifications, and timetables. * Attend meetings and events to provide information on lead and healthy homes program * Recruit program participants   *Other Duties*   * Attend pertinent professional courses, conventions, seminars, and workshops to maintain the highest level of professional competence * Acquire and maintain all certifications required * Other duties in support of the department’s goals may be assigned | 2  1  3 |

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**Employee Date Supervisor Date**