



**Garfield Jubilee Association, Inc.
Construction Manager**

JOB DESCRIPTION

Position: Construction Manager

Reports To: Executive Director

The general responsibilities of the Construction Manager will be to manage and implement the renovation and rehabilitation and/or construction of affordable housing units and the on-site construction training of young people, including supervision of the construction trainers, crew leaders, volunteers, and/or subcontractors. The Construction Manager is responsible for the OSHA, NCCER/H-PACT, and specialized training of the participants of the program. The Construction Manager will have responsibilities, in coordination with other staff, to ensure that all components of the YouthBuild Program and other funded programs are met.

Position Description:

Garfield Jubilee Association, Inc. (GJA) construction training program is designed to ensure that youth and adults obtain quality classroom and on-site instruction that will lead to NCCER/H-PACT certifications, entry into post-secondary education, and/or employment and apprenticeship opportunities. The construction training program encompasses the following programs: YouthBuild, WIA YouthBuild, Section 3, and new initiatives.

The Construction Manager is also responsible for the coordination of all aspects or rebuilding and repairs, including procuring of materials, working with jurisdictions on permitting, surveys, elevation requirements, creating material lists, working with the architect and engineers on house plans and all other construction related work. The Construction Manager is responsible for the completion of assessments and estimates and the supervision and work plan. Additionally, the Construction Manager will plan, direct, coordinate, or budget, usually through the Executive Director, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, and implementation.

- Develop detailed construction plan and schedule and provide daily individual and group activities to YouthBuild participants and other program participants.
- Prepare the weekly construction schedule and work with the other YouthBuild staff such as Lead Educational Instructor, Program Coordinator on curriculum to ensure integration of the curriculum and the goals and objectives of the grant are met.
- Attend staff meetings and supervisory meetings and to review operations of the construction component and to ensure all objectives are being met.
- Handle daily case discussions/questions from staff and provide feedback and guidance to ensure the best course of action and/or resolve issues.
- Coordinate and monitor the progress and quality of work. Define weekly work assignments and priorities for the construction team.

- Monitor budget costs and communicate with the Executive Director to monitor expenditures, progress, and ensure that requests and timelines are aligned with the grant.
- Review construction case files regularly to ensure program compliance and provide guidance and feedback to the Program Manager to ensure compliance.
- Oversee and manage necessary construction databases/narratives monthly needed to provide statistics and reporting for current and future funding.
- Maintain accurate records of all students' written and performance tests and copies of certificates.
- Submit monthly progress reports of participants' progress.
- Responsible for ensuring work-site safety, learning of safety procedures, and proper construction techniques as outlined in the Job Safety Manual and the Quality Control Manual.
- Identify private contractors or developers who might be interested in collaborative partnerships with GJA.
- Coordinate construction partnership with our construction partners and place participants on work experience sites.
- Coordinate partnership with Home Depot (Good 360) and plan for pick-up and storage of home products.
- Work with unions to place YouthBuild participants and other participants in pre-apprenticeship/apprenticeship programs.
- Work with Job Developer to identify employment and post-secondary opportunities for participants.
- Establish and maintain on-going relationships with community agencies and faith-based organizations to ensure necessary cooperation and coordination in achievement of common goals and represent and interpret the mission and work of the agency and its program to the community.
- Negotiate with vendors, contractors or other individuals on construction related matters.
- Manage bid process and coordinate subcontractors.
- Assess potential construction sites.
- Ensure that all material needs are secured and delivered to the job site.
- Complete job reports – daily, accident, tool checklist, job attendance, change order, back charge documentation – and submit to Executive Director.
- Ensure participants enrolled in the current program or Alumni program receive monthly construction feedback to ensure they are progressing in the program and meeting the goals of their Individual Development Plans.
- Provide on-the-job training for participants of the program and ensure completion of YouthBuild designated projects.
- Administer the NCCER/H-PACT curriculum – general and specialized – in the classroom and on the job site to ensure certification is obtained by the participants. Compile and submit documentation for participants to obtain certifications of all trainings conducted specific to the subject matter.
- Teach OSHA and NCCER/H-PACT and other specialized training to participants, including safety regulations and related topics.
- Utilize different modes of classroom and on-site learning to maintain participants' interests.
- Ensure that performance outcomes are achieved through participants passing NCCER/H-PACT certifications.
- Ensure that certifications are up-to date and attend re-certification training if necessary.

- Perform all duties as deemed necessary to ensure program objectives and performance outcomes are achieved.

Required Skills & Experience:

- Successful completion of a post-secondary vocational or technical school program related to carpentry (e.g. framing, exterior finishes, trims, and soffits; cabinetry, etc.) or 3 years' professional experience in carpentry work.
- 5 or more years in the Construction industry demonstrating experience in construction and worksite management.
- Experience working and teaching construction training to high-risk youth or similar groups.
- A respect for the ideals and intelligence of young adults, an understanding of their challenges, and a strong commitment to helping young people succeed professionally, reorient their lives, develop leadership skills, and help make a difference in their lives and in communities.
- Experience in supervising and training staff.
- Must be computer-literate in excel, word, and other Microsoft programs.
- Strong communication skills.
- Demonstrate positive relationships with local trade unions.
- Valid Driver's License is required.

Preferred Skills & Experience:

- Ability to work as part of a team.
- Strong organizational and computer skills.
- Certifications to teach OSHA, NCCER/H-PACT
- Ability to work in an enthusiastic and encouraging way with subordinates, vendors, and volunteers.
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Salary range \$50,000 to \$60,000.

**Resumes can be mailed to : Garfield Jubilee Association, Inc.
5325 Penn Avenue
Pittsburgh, PA 15224**

Or emailed to Jim Copeland, Construction Manager: j.copeland@garfieldjubilee.org

Or emailed to Marcia Crews, Executive Assistant: marciacrews4@gmail.com