



Hurricane Irma & Hurricane Maria, US Virgin Islands
06 September, 2017: DR-4335
16 September, 2017: DR-4340

POSITION: Construction Manager
REPORTS TO: STRT Program Director
SALARY: TBD
POSITION TYPE: Full-time

GENERAL DESCRIPTION:

- Works with the STRT Program Director, Steering Committee and Volunteers Committee to assist the St. Thomas community recover from a disaster.
- Develops and executes comprehensive 'Rebuild Plan' for owner-occupied homes in St. Thomas.
- Oversees the conduction of project assessments and estimates for needed materials and labor while being aware of the environment in which you work and serve.

SPECIFIC RESPONSIBILITIES:

- Conduct project inspections and provide estimates for labor and materials
- Secure all components needed to complete home repair projects including timely acquisition of materials, equipment and tools
- Supervise the work of all volunteers and contractors in order to ensure safety, quality workmanship and high moral
- Assist disaster survivors in home repair; providing guidance, supervision, technical advice and expertise
- Coordinate the efforts of volunteers, contractors and inspectors in order to complete the project in a timely manner
- Orient volunteers to project expectations and assign specific jobs according to their skills and abilities.
- Maintain accurate records of construction progress and financial accounts for each project
- Complete all essential documentation and reports, including home repair agreements
- Manage and control building funds, tools, and equipment
- Demonstrate and teach construction skills and techniques to volunteers and disaster survivors

QUALIFICATIONS:

- Experience in general construction management
- Knowledge of Virgin Islands building code regulations
- Basic knowledge in plumbing, electric, and HVAC
- Basic knowledge of the International Building Code
- Modest computer skills
- Ability to do an itemized estimate
- Experience in problem solving
- Experience in estimating entire construction project
- Ability to work with people of all ages, ethnic and religious backgrounds