

Dodge County Long Term Recovery Group
Construction Committee
Flood Disaster Construction & Repair Manager
(via Fremont Area Habitat for Humanity)

Full-time salary position for the term of the grant, minimum 12 months; \$40,000/year.

Accountability: This position reports to the Fremont Area Habitat for Humanity Executive Director, and works for the Long Term Recovery Group Construction Committee.

Position Summary: The Construction/Repair Site Supervisor works in collaboration with the Disaster Case Managers and Volunteer Coordinator to assist in the process of recovery by conducting repair and/or rebuild project assessments, creating scopes of work including cost estimates and coordinating the repair and/or rebuilding of flood victim's homes to safe, sanitary, secure, and functional. This position travels throughout Dodge County.

Position is expected to comply with and meet Habitat, federal, state, and local policies and standards.

Essential Duties (Reasonable accommodations may be made to enable individuals with disabilities to perform this job description.):

1. Under the direction of the Construction Manager, works with the Disaster Case Managers (DCM) and Volunteer Coordinator (VC) on carrying out construction/repair/rebuild projects outlined in completed assessments.
2. Complete Home Assessments and Scope of Work document (Homeowner's Agreement)
3. Discuss the statement of understanding (homeowner's agreement/scope of work) with homeowners, as needed;
4. Complete Construction repairs upon written consent of the client;
5. Develop solid working relationships with appropriate building inspectors and maintain an excellent working knowledge of standard codes and construction techniques;
6. Work with county/city building department to ensuring that all repairs and/or rebuilds are conducted in accordance with local building codes;
7. Accountable for the safety and security of the job site ensuring that volunteers are trained in proper use of equipment, tools and safe construction practices monitoring for compliance of safety practices. In addition, maintaining order, safety requirements, and upkeep of tools and warehouse.
8. Secure all components needed to complete home repair/rebuild projects including timely acquisition of materials, equipment and tools;
9. Ability to travel throughout Dodge County.
10. Supervise the efforts of volunteers, contractors, and inspectors in order to complete the project in a timely manner;
11. Ensure that skilled construction person(s) are available to supervise all volunteer work and provide guidance throughout the project(s);
12. Maintain accurate records of construction progress, reports, and financial accounts for each project, providing information to DCMs and reporting regularly to internal and external departments.

This job description should not be interpreted as an all-inclusive list. It is intended to

identify the essential duties and requirements of the position. Employee will follow other instructions, and perform other related duties, as may be required by his/her supervisor.

Minimum Qualifications

- Bachelor's degree from a four-year college or university; or three to five years of related experience and/or training; or equivalent combination of education and experience. Knowledge of building codes and necessary permits.
- Knowledge of residential construction including carpentry, foundations, plumbing, electrical, flooring, drywall, cabinetry, AC/heating, painting, finishing, and landscaping as well as having the ability to read and interpret standard residential construction blueprints and specifications. Basic math aptitude to calculate building measurements, quantities etc.
- Progressive experience in organizing and managing construction projects with the ability to apply construction knowledge to scheduling, coordinating, delegating, and participating in general construction work activities.
- Proven ability to work independently and manage multiple projects and activities simultaneously. Must possess independent decision making abilities, as well as, considerable judgment and initiative to determine the approach or action to take in non-routine situations.
- Must have excellent oral and interpersonal communication skills, to effectively communicate and interact with general public and volunteers. Ability to lead, manage, supervise and motivate individuals and teams of volunteers.
- Must have valid driver's license and acceptable driving record.

Physical and Work Environment Requirements: Must be capable of performing the above essential duties in an office environment to include: using a computer, answering phones, etc. Occasionally lifts 50 pounds. Work will be both indoor and outdoor.

- Must have good manual dexterity skills, including visual acuity, ability to grasp and handle objects.
- Requires extensive standing and walking with periodic sitting working in all types of weather conditions.
- May require activity for many hours performing physical labor and lifting various objects.
- Requires use of a wide variety of construction equipment including hand tools and a variety of power tools.
- Needs ability to communicate effectively through reading, writing, and speaking in person or on telephone.

Background Checks: Position requires background checks to be completed. Findings may disqualify an individual for this position.

Long Term Recovery Group Construction Committee description: oversees the coordination and scheduling of all rebuilding projects for cases approved by the GDC-LTRT process – a project manager function.

Office hours will be determined with supervisor and LTRG Construction Committee and taking into account volunteer group scheduling. This position is expected to work extended hours as necessary to complete his/her job, averaging 40 hours/week.

I have read and understand this job description.



Flood Disaster Construction & Repair Manager

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____