

JOB DESCRIPTION: CONSTRUCTION DIRECTOR

Qualifications:

The Construction Director should have a background in residential construction as well as supervisory and/or management experience. The candidate should be experienced in the assessment of work projects, materials required, completion time, preparation of workscopes and cost estimates, etc. Familiarity with human or housing service agencies that assist low and moderate income persons and/or the elderly is preferred.

Duties:

The Construction Director is responsible to the Executive Director for the management, operation, and implementation of several programs and projects as they relate to the . . . as a rural preservation company as funded by the NYS Division of Housing & Community Renewal (DHCR).

1. The Construction Director will supervise the implementation of . . . 's Home Improvement Program (HIP) including but not limited to inspecting applicant residences, preparing workscopes and estimates, overseeing the bidding process, inspecting projects in progress and upon completion, completing all paper work, etc.
2. The Construction Director will supervise the construction process of . . . 's Revolving Loan Fund-Home Repair Loans including but not limited to assisting clients to complete forms, inspecting residences, preparing workscopes and estimates, overseeing the bidding process, etc.
3. The Construction Director will supervise the Maintenance Supervisor to ensure that . . . 's properties remain in good condition and receive preventative, scheduled maintenance. This includes but is not limited to overseeing annual inspections and follow-up inspections, reviewing and selecting appropriate maintenance and repair measures based on reliable estimates, hiring/evaluating/firing the Maintenance Supervisor, ensuring that the Maintenance Supervisor annually evaluates the performance of the Maintenance Manager(s), etc.
4. The Construction Director will monitor all of . . . 's construction projects, evaluate their progress, and report his findings to the Executive Director in a timely manner.
5. The Construction Director will assist in the implementation of the 1st Time Home Buyer Program and housing counseling activities including but not limited to inspecting residences to be purchased, preparing workscopes and estimates, assisting with education programs, etc.
6. The Construction Director will also
 - A. Provide information, referral, and advocacy for clients seeking home repair/rehab and acquisition assistance.
 - B. Provide technical assistance to clients regarding the repair/rehab of their residence.
 - C. Assist the Executive Director and other staff as needed in the preparation of funding proposals and compilation of data for reports/press releases/other publications.
7. All other duties as assigned by the Executive Director.

The Organization:

. . . is a non-profit, tax-exempt Rural Preservation Company (RPC) serving the housing and community development needs of southern Onondaga County and its low and moderate income residents. The organization was established in 1985 and is governed by an all volunteer Board of Directors.

References: Required

Apply to: . . .

Salary: Available upon request

Responsible to: Executive Director