

## **Construction Manager Job Description**

Rebuilding Together Richmond (RT RVA) is a local nonprofit organization dedicated to preserving affordable homeownership and advancing equity in historically marginalized communities through home rehabilitation services. With a legacy spanning over three decades, we've positively impacted over 1,700 homes belonging to veterans, seniors, and individuals with disabilities in the Greater Richmond region. We're currently seeking a compassionate and dedicated Construction Manager with extensive construction expertise to join our small, passionate team.

### **Summary of Job Responsibilities:**

- Conduct initial inspections in owner-occupied homes to identify repair needs.
- Develop project scopes, budgets, and repair tasks for contractors and volunteers, coordinating roofing, carpentry, painting, plumbing, HVAC, electrical, and general home maintenance.
- Manage relationships with contractors, recruiting new ones as needed for critical repair services.
- Coordinate bid solicitation process for contract work.
- Manage multiple contractor projects across various localities from start to finish.
- Conduct regular site visits to inspect work progress and address concerns.
- Maintain clear communication with contractors, homeowners, and volunteer leaders to ensure project progress and quality completion.
- Ensure accurate and organized project documentation.
- Assist in coordinating volunteers and vendors.
- Occasionally lead special projects.
- Coordinate building and permit processes for repairs.
- Engage with inspectors post-project completion as necessary.
- Ensure compliance with EPA's Renovation, Repair, and Painting Rule.

This role may also involve other duties as assigned to support RT RVA's mission and objectives.

### **Key Qualifications, Skills, and Abilities:**

- Commitment to serving historically marginalized communities and low-income households, building trust across diverse environments.
- Minimum five years' experience in contracting, construction management, or related fields.
- Extensive residential construction and repair experience, including estimating, budgeting, and contracts.
- Ability to accurately assess and describe home repair needs.
- Comfortable entering homes in various conditions with professionalism and cultural competence.

- Excellent customer service and communication skills.
- Strong time management, able to manage multiple projects simultaneously.
- Ability to work independently and collaboratively within a team.
- Proficient in Google and Microsoft software, with adaptability in fast-paced environments.
- Willingness to work occasional weekends and travel locally.
- Experience with grant projects preferred.
- Familiarity with Salesforce or database management tools advantageous.
- Valid driver's license.
- Able to pass background and drug screening.
- Physically capable of meeting job demands.

Join our team at Rebuilding Together Richmond and make a meaningful impact on affordable homeownership and enhance the quality of life for neighbors in our community.

### **Position Details:**

- This is a full-time position.
- The Construction Manager reports to the Executive Director.

Salary: \$55,000.00 - \$70,000.00 per year – but is negotiable based upon related credentials and work experience.

### **Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

### **Schedule:**

- Monday to Friday; 9 AM – 5 PM

Work Location: Hybrid; Richmond, VA 23221