



The Eastern Pennsylvania Conference
The United Methodist Church

Ministry Title: Construction Project Manager		
Supervisor: Director of Connectional Ministries		
Salary Grade: n/a	FSLA: Exempt, Contract, 20 hours per week	Monthly Stipend: \$2916

Summary The Construction Project Manager will work with the EPA disaster response efforts in assisting communities impacted by Hurricane Ida & Hurricane Isaias. The Manager will collaborate with the Disaster Recovery Director and the Disaster Recovery Case Managers.

Essential Duties and Responsibilities include the following. This job description should not be interpreted as all-inclusive and is subject to modification. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

The manager will work with survivors impacted by Hurricane Ida & Hurricane Isaias to provide home repairs that will allow them to reestablish normalcy.

The manager must have a strong desire to serve others and the ability to perform all duties with an understanding of the mission and ministry of the Eastern Conference of the United Methodist Church.

- coordinate and provide logistical support to volunteer construction teams or professional contractors.
- identify skills needed for home construction repairs to make available for volunteer recruitment.
- coordinate with case management on all client communications and construction repairs.
- Develop the scope of work from the construction assessments of damaged homes, being mindful of keeping in the budget, to be used by the volunteer teams for completed work or for contracting with professional contractors.
- Coordination of home repair projects, working with volunteer repair teams of varying abilities, and providing construction management oversight.
- Identifying particular skills needed for specific jobs and making such information available for volunteer recruitment.

GENERAL

- Execute program goals and objectives with the Disaster Recovery Director and Case Managers.
- Coordinate with case management on budget funding and expenses.
- Appropriately coordinate work for volunteer construction teams as available.

- Ensure that all organizational Conference policies, procedures, and processes all followed.
- Supervise volunteer construction teams on individual projects.
- Maintain detailed records of material costs and volunteer hours associated with individual projects.
- Coordinate material delivery for individual projects, arranging for timely delivery as needed to accommodate volunteer work team schedules.
- Ensure the quality control of each project as intended by the original project scope of work.
- Trouble-shoot and identify construction problems, offering timely and safe solutions.
- Ensure the project proceeds in a timely manner.
- Manage tool and materials inventory for each project.
- Able to work occasional weekends

Qualifications/Skills/Knowledge

To perform the job successfully, an individual should demonstrate the following competencies:

- Completion of UMCOR disaster recovery case management training.
- Completion of safety screening as evidenced by a background check.
- Be able to maintain ethical conduct in accordance with organizational policy.
- Conduct business in a manner consistent with the mission, values, and policies of the Eastern PA Conference.
- Maintain high standards for protecting client information, sharing confidential information only as agreed upon by the client and as evidenced by a signed release form.
- Work calmly and effectively resolve conflicts in sensitive situations; able to work collaboratively with others
- Be computer literate, able to utilize word processing, database, and spreadsheet software. demonstrate the ability to learn new and/or customized software.
- Possess excellent communication skills both written and oral.
- Have a valid driver's license and vehicle to be able to drive long distances in all areas within the service area.