

Attachment A

This Job Description is meant as a guide/sample to assist new Lead Agencies in generating a final Job Description for their Lead Construction Manager position. Agencies are free to create a Job Description that meets their own HR and hiring requirements.

Lead Construction Manager

POSITION OVERVIEW: The Lead Construction Managers will oversee lead hazard control work under the NJDCA Lead Assistance Program grant. The Lead Construction Manager will be responsible for the coordination and management of processes that provide lead hazard control, healthy homes and ancillary renovation and repair. Work is done under a grant from the NJ Department of Community Affairs.

This position will work closely with Agency management staff and the Managing Director of Isles Inc. to advance the production goals of this project.

RESPONSIBILITIES: Responsibilities in this position are to:

- ❖ Participate in the implementation of lead program strategies, project development, and budget monitoring.
- ❖ Monitor progress towards achieving goals and objectives.
- ❖ Work with program partners to maintain professional relationships
- ❖ Coordinate and oversee lead risk assessments, lead hazard control work and lead clearances
- ❖ Create work scopes from Lead Risk Assessments and visual inspection of units
- ❖ Coordinate and manage all aspects of subcontractor activities -- estimates, project requisition, contracting, project initiation, oversight and project completion/closeout.
- ❖ Supervise and monitor construction processes (on site), ensuring high quality work and compliance with HUD, and NJDCA lead rules and regulations.
- ❖ Maintain positive relationship with customers and community
- ❖ Track participant data/folders, unit progress and compliance with project budgets
- ❖ Participate in marketing lead program to the community.

QUALIFICATIONS

Related Experience - Demonstrated knowledge and experience:

- High School diploma, with minimum 5 years' experience in lead safe remediation/abatement, construction, home renovation or related fields.
- 3+ years' work experience in project and construction management.
- Proficiency in other Microsoft Office applications (Word, Excel, Outlook)
- Valid NJ Driver's License in good standing
- Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment

Preferred, But Not Required

- Experience providing lead safe renovation, repairs or abatement.
- EPA Lead RRP certification, Lead worker and/or Lead Supervisor credential or similar (If do not possess these credentials, must be willing to participate in training and certification post hiring)
- Experience with lead hazard control, energy efficiency and healthy homes programs
- Knowledge of HUD Lead Hazard Control Guidelines and/or NJDCA Lead Abatement Code
- Spanish language proficiency

Ambition and Vision - Ability to take initiative, be proactive, and efficiently see projects through to completion.

Personality – Independent, but willing to take coaching and direction from teammates; ability to represent Isles in a professional and personable manner in community.

Positive Workstyle - Ability to work with a positive and professional attitude; ability to work well with diverse personalities, in a team or individually; excellent organizational skills, and a high level of attention to detail.

Position Details: Contracted position with an end date of_____.

Salary: \$60,000-\$85,000 plus benefits, based on experience

This section details the main duties of the position and is updated as needed.

Percent of Time	Duties	Rank Priority
20	<i>Planning and Administration</i> <ul style="list-style-type: none"> • Support planning of lead projects • Monitor expenses in line with budget • Obtain requisitions for work based on subcontractor estimates. • Prepare reports and analysis of progress towards goals 	2
70	<i>Service Implementation</i> <ul style="list-style-type: none"> • Coordinate and Schedule lead assessments with Lead Risk Assessor and customer. • Assess unit structural, health/safety and other needs. • Develop Scope of Work from Lead Risk Assessment and site review. • Obtain estimates from subcontractors and support scheduling of work. • Obtain sign-off on necessary documentation to proceed with work and after completion of work. • Act as a liaison between customers and program partners. • Coordinate with independent contractors during the course of work to ensure quality of workmanship. • Review contractor as work progresses; ensure thorough completion of jobs and obtain feedback from customers. • Track all work done; monitor subcontractor's performance, ensuring all work is completed in accordance with established objectives, specifications, and timetables. • Attend meetings and events to provide information on lead and healthy homes program • Recruit program participants 	1
10	<i>Other Duties</i> <ul style="list-style-type: none"> • Attend pertinent professional courses, conventions, seminars, and workshops to maintain the highest level of professional competence • Acquire and maintain all certifications required • Other duties in support of the department's goals may be assigned 	3

Employee	Date	Supervisor	Date
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