

## Construction Manager

CATHOLIC CHARITIES OF ST. LOUIS, a family of ministries, has been helping people in need since 1912. Inspired by Jesus Christ, we serve people in need, work to improve social conditions, and unite with others in this mission. Nearly 100,000 people benefit from our services, regardless of religion, age, gender, race or ethnicity.

The Construction Manager is responsible for providing provides a detailed analysis of damage caused by the July 2022 flooding in Missouri to area households. This analysis includes a detailed description of the work needed to be done to restore the affected home to a safe, sanitary and secure condition. The Construction Manager also supervises volunteers, contractors, and construction workers on job sites and work with volunteer coordinators and case managers to determine the most appropriate vendors, materials, and skilled labor needs.

\*This is a temporary full-time position through August 2024.

### Primary Responsibilities:

- Working knowledge of basic construction practices, sequencing and equipment. Maintain knowledge of local, state and federal building codes.
- Ability to read blueprints and specification manuals
- Work in collaboration with case managers and other staff.
- Participate in Long-Term Recovery Committee meetings with updates on pending projects.
- Perform home/site visits to assess if damage/deterioration fits within the guidelines of funding grants for repair/replacement purposes
- Conduct interior and exterior assessment of residential properties to determine whether damage is due to deferred maintenance or disaster issues.
- Develop and submit for approval the scope of work and budget for each project.
- Obtain and track required bids and/or material quotes needed to complete project's scope of work
- Develop a project schedule with milestones and overall project completion date.
- Generate and submit all necessary paperwork in order to obtain required permits.
- Responsible for completing projects on time and within budget
- Review all invoices for labor and/or materials and verify against which funding source costs are to be allocated for all building and repair projects
- Complete and submit weekly progress reports for all projects.

### Qualifications:

- Minimum of Bachelor's Degree or 5 years demonstrated construction experience and success.
- A track record of producing timely, cost-effective, and high-quality results.\
- Must have experience and a willingness to work in a fast-paced social service, faith-based environment serving individuals and families from various socio-economic backgrounds.
- A knowledge of resources and contractors to utilize to complete tasks

**To apply, please send cover letter and resume to Les Lexow, Director Human Resources, at [llexow@ccstl.org](mailto:llexow@ccstl.org)**

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