



Position: Construction Manager – Florida RAF
Location: Pasco County-Florida
Reports to: Director of Construction – Florida RAF

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SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 80+ staff and 240 AmeriCorps members, SBP has rebuilt more than 1,800 homes and strengthened 60+ communities across 17 states and Puerto Rico.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services over time by increasing preparedness among vulnerable communities.

SBP encourages individuals who are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

Position Summary

The Florida Recovery Acceleration Fund (RAF) Construction Manager will execute all construction-related activities associated with the FL RAF program. This team member will oversee and coordinate the contractors responsible for the rehabilitation of single-family homes impacted by Hurricanes Idalia, Helene, and/or Milton throughout Pasco County, FL throughout all phases of construction. In accordance with State of Florida residential building codes and Community Development Block Grant-Disaster Recovery program rules and regulations, the Construction Manager will ensure scopes of work developed by the FL RAF program are closely followed and delivered by hired vendors free of errors and issues. This position requires experience and confidence in estimating and scoping, along with contractor management. This position also requires extensive knowledge and experience of Florida Building codes and construction quality control.

Responsibilities:

- Manage an average of 10 active projects, as well as additional projects in the pre or post construction phase.
- Conduct preconstruction site assessments to determine homes that are ideal for the Recovery Acceleration Fund program.
- Create and track schedule for each project assigned and ensure that the project stays on schedule. Report progress to the Director of Construction and submit scheduling change requests as needed. Scheduling will be tracked via MS Project for clear communication with the internal team and the clients.
- Assist in the proper filing of building permits with the local governing authorities.
- Monitor budgets and prepare change order documentation leveraging Xactimate mobile

technology.

- Schedule and coordinate subcontracted labor.
- Provide updates to the Director of Construction on job progress via Procore and milestone tracking in Project schedules to expedite payment of subcontractors.
- Maintain accurate electronic construction files. Provide bi-weekly updates to the Director of Construction on the status and progress of all projects.
- Thoroughly document pre-existing conditions on-site, along with stages of construction throughout the project to ensure compliance with County Community Development Block Grant-Disaster Recovery program standards to justify scope decisions.
- Schedule all inspections with governing authorities to ensure timely approvals of construction progress.
- Attend inspection meetings with program officials to accurately document all work completed.
- Provide field support for cost reimbursement appeals as needed. This may involve site meetings with program officials as well as additional photographs and drawings.
- Participate in pre-construction meetings, periodic site inspections and close out paperwork according to SBP and/or the Pasco County Community Development Block Grant-Disaster Recovery program requirements and alongside the FL RAF Case Management Team and client.
- Communicate progress towards completion and answer questions from the client or Case Management Team.
- Provide additional support to the Director of Construction and the program as needed.
- ProCore will be used to communicate daily with the office team so familiarity and experience with this software is preferred.

Qualifications:

- 5 years' minimum experience in single family residential construction, both hands on and management experience preferred
- Excellent written, oral communications and interpersonal skills; ability to listen and assess the interests of various audiences and communicate ideas in person or in writing in a clear and articulate manner to compel individuals to action
- Significant experience with scope development in accordance with Community Development Block Grant-Disaster Recovery guidelines
- Possess the ability to identify diversions from scopes of work and troubleshoot creative solutions to unforeseen conditions
- ProCore experience preferred, familiarity with construction management software required
- Xactimate experience preferred, familiarity with estimating software required
- Basic proficiency with Microsoft Office and/or Google Suite
- Proven track record of delivering on goals and meeting metrics
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI.
- Valid Driver's license and reliable transportation (will be required to travel across Florida)
- Must be fully vaccinated against COVID-19 to Center for Disease Control guidelines and able to provide vaccination documentation

Performance Expectations:

- Able to juggle multiple, competing priorities
- Exceptionally self-motivated and curious
- High level of personal accountability
- Align work performance with SBP's core values
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- Working knowledge of all facets of a Community Development Block Grant-Disaster Recovery housing program
- Superior work ethic and high energy level
- Desire and ability to work, grow and learn in a startup environment.
- Plan and meet deadlines
- Maintain a flexible work schedule to meet the demands of executive management
- Demonstrate initiative and work as a team player
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector
- Demonstrate commitment to continued professional growth and development

Salary Range: \$70,000 - \$80,000

SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.

SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.