



## **Project Manager – Disaster Relief, Grant-Funded Position**

**Reports to:** CEO

**Functionally Reports to:** Baytown Area & Chambers County Disaster Response – Construction Work Group

**Time Commitment:** Full-time, 40 hours/week that may include evenings and weekends

**Service Area:** UWGBACC jurisdiction - Baytown, Highlands, and all of Chambers

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Management has the right to assign or reassign duties and responsibilities at any time.

### **Purpose of Position:**

The Project Manager is the leader of all field work for Baytown Area & Chambers County Disaster Response (BACC-DR) and will report to the UWGBACC CEO and Construction Work Group. S/he will oversee the field repair of a minimum of four houses at a time. The role requires functional ability related to the scope of work, administration of project scope and budget, a high level of communication to all stakeholders, strict adherence to all matters of safety, and coordination of volunteer and skilled labor. You must be able to work flexible hours and be proactive to make the disaster relief efforts meaningful and cost-effective. Position requires scheduling flexibility to accommodate weekend work by volunteers. Working every weekend is not an expectation but participating in an oversight plan to accomplish weekend work is expected.

### **Specific duties may include:**

- Identify and develop appropriate policies and practices with the BACC DR Construction Work Group.
- Identify, vet and select local skilled contractors to perform the repair work.
  - Confirm the required insurance certificates of the contractors prior to their performing work.
- Establish relationships and agreements with local materials suppliers to obtain the lowest cost materials possible.
  - Track and report all materials agreements to the BACC DR Construction Work Group
- In partnership with case management, evaluate storm-damaged homes and develop a plan of action or denial of service depending on the scope of the work.
  - Work in partnership with case management to track and manage the homeowner cases.
  - Examine each home to confirm Harvey-caused flood damage.
  - Determine the appropriate project plan for the home according to the policies established by the Construction Work Group.
  - Present homes to BACC DR Construction Work Group for approval of work plan.
- For storm-damaged homes that BACC DR Construction Work Group approves for repair, communicate the repair scope to the homeowner and obtain the required homeowner approval and waivers. Provide the homeowner with a schedule of work and a clear understanding of what to expect.
  - Respect the homeowner and their family throughout the repair cycle acknowledging the stress that the family may still be encountering due to the recent disaster.
- Oversee the repair efforts in the home – safety, efficiency, lowest cost, accepted quality.
- Personally perform limited skilled labor as needed for safety and efficiency. Priority to be given to accomplishing work through others to maximize the number of homes that can be served per month.
- Identify work appropriate for volunteers.
  - Develop orientation and training in partnership with the Disaster Relief Coordinator.
  - Be open to maximizing the number of volunteer labor hours used.
  - Work to retain volunteers so that they have a positive experience and serve multiple times.
  - Motivate and inspire the volunteers to provide their best work and be advocates of BACC-DR based on their volunteer experience
- Manage each project's budget. Utilize gift in kind and volunteer support to minimize costs.
- Utilize personal organizational skills so as to be able to manage a minimum of four houses at a time

for a total goal of 124 houses in a 12 month period. Work additional homes beyond those goals as skills and resources allow.

- Keep all stakeholders informed and updated. This includes the BACC DR Construction Work Group, case managers, and UWGBACC CEO, homeowners and disaster recovery team members.
- Establish peer relationships with other Project Managers doing similar roles for Long Term Recovery Groups for purposes of best practice sharing/learning.
- Respect diversity in homeowners served and diversity in volunteers' backgrounds and abilities.
- Engage UWGBACC team as appropriate.
- Other responsibilities as assigned.

**Experience:**

- Minimum of 5 years proven experience in the field of home construction or home remodeling.
- Willingness to work with and motivate volunteer resources to accomplish home repair goals.
- Ability to foster relationships with material suppliers and contract labor providers for purposes of achieving and negotiating rates/prices.
- Ability to document a repair scope proposal for presentation to the BACC DR Construction Work and the homeowner.
- Good organizational skills to support cost tracking per home and overall management of projects.
- Working knowledge of MS Office (Word and Excel).
- Position requires strong verbal and written communication and customer service skills.
- Must have scheduling flexibility.
- Energy and enthusiasm are a must.
- Must have valid driver's license, appropriate insurance and provide own transportation.
- Must be able to lift a minimum of 20 pounds.

All employees are expected to participate in activities that help fulfill the mission and vision of United Way regardless of their role.

The information in this job description is designed to indicate the general nature and level of work performed by employees and does not list all duties of the specific job. You will be assigned other duties. This is not a contract for employment. This job description may be revised by your employer any time.

My signature below indicates I have read and understand this job description and workplace competencies.

I understand this is a temporary position and that it will be reviewed frequently to determine available funding and need of position.

**Employee Signature**

**Date**

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**CEO Signature**

**Date**

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