

Job Title	Project Manager – Disaster Relief
Employer/ Agency	United Way of Greater Baytown Area & Chambers County
Job Description	<p>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.</p> <p>Specific duties may include:</p> <ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> ☑ 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. • Develop orientation and training in partnership with the Disaster Relief Coordinator.
Qualifications	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> ☑ 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.
Salary/Hours	<ul style="list-style-type: none"> • Full-time, 40 hours/week that may include evenings and weekends
Application Method	<p>How to Apply</p> <ul style="list-style-type: none"> • Apply online at United Way website
Opening Date	Immediately

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