



Job Title	Neighborhood Building Construction Manager	Reports to:	Neighborhood Building Director
Team:	Neighborhood Building	FLSA Classification:	Exempt (Salary)
Position Type:	Full Time	Hours per Week:	40

ORGANIZATION OVERVIEW

Matthew 25 is a vibrant, growing non-profit organization. Our mission is to empower people to transform neighborhoods and we envision a thriving, connected community where people are valued, and talents are multiplied; where neighborhood families have access to safe, affordable housing and healthy food; and where youth are empowered through reading and the creative arts.

Matthew 25 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To perform this job successfully, an individual must be able to perform each responsibility satisfactorily with or without accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability to be successful.

ESSENTIAL DUTIES/RESPONSIBILITIES (include but are not limited to the following)

- Coordinate contractors & volunteers on both minor and major rehab projects.
- Assess home repair projects.
- Help homeowners through stressful and emotional repairs.
- Lead the Neighborhood Building team to set and meet expectations with homeowners and partners.
- Conduct maintenance repairs for Matthew 25 properties as directed by the Neighborhood Building Director
- Tracking and oversight of multiple projects at a time.
- Collaborate with partner agencies to define and complete repair projects.
- Drive project planning and management to ensure quality, budget and timeliness meets expectations.
- Recommend process improvements for increased efficiencies.
- Display and promote company values.
- Regular attendance as determined with your leader.
- Other duties as assigned.

SKILLS AND ABILITIES (include but are not limited to the following)

- Commitment to the organization's mission.
- Experienced construction professional.
- Caring about economically challenged people and neighborhoods.
- Desire and drive for your work to contribute to an inclusive and sustainable society.



- Strong written and verbal communication skills with prevalent professional demeanor
- Ability to handle sensitive and confidential situations and documentation
- Creative and innovative
- Well-developed interpersonal skills
- Ability to work in fast paced, rapidly changing, and regulated environment
- Effective time management
- Excellent planning and organizational skills
- Analytical skills to identify and resolve problems in a timely manner
- Exhibit sound and accurate judgment
- Ability to work effectively across departmental teams
- Demonstrated ability to learn and apply new approaches
- Proficient in standard building practices, to include:
 - Tactical demolition / getting reconstruction ready
 - Light framing
 - Some experience in hanging and finishing drywall
 - Paint prep, and finish
 - Some experience with setting cabinets, trim, and fixtures
 - Some experience setting windows and doors
- Knowledgeable in skilled trade practices – plumbing, electrical, HVAC
- Proficient understanding of building materials and purposes
- Proficient in Microsoft Office Suite Products and ability to learn new systems quickly

EDUCATION AND/OR EXPERIENCE (include but are not limited to the following)

- Bachelor's degree in a relatable field with a minimum of 3 years of experience in project management **or** the equivalent with relatable experience.
- Valid driver's license and acceptable driving record per Matthew 25's insurance carrier required.
- Basic understanding of all facets of the construction process.

PHYSICAL REQUIREMENTS/ WORKING ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit an average of 2-3 hours per day.
- Stand an average of 2-3 hours per day.
- Walk an average of 2-3 hours per day.
- Required Movements:
 - Bend/Stoop – Occasionally (1-4 times per hour).
 - Squat – Occasionally (1-4 times per hour).
 - Climb – Occasionally (1-4 times per day).
 - Reach above shoulder level – Occasionally (1-4 times per hour).
 - Kneel – Occasionally (1-4 times per hour).



- **Weight Carried:**
 - Up to 10 lbs – Frequently (1-4 times per hour)
 - 11-30 lbs – Occasionally (1-2 times per day)
- **Weight Lifted:**
 - Up to 10 lbs – Frequently (1-4 times per hour)
 - 11-30 lbs – Occasionally (1-4 times per hour)
 - 31-50 lbs – Rarely (1-2 times per day)
- **Hands Used for Repetitive Action:**
 - Simple/light grasping (both hands) – Frequently (5-24 times per hour)
 - Firm/strong grasping (both hands) – Occasionally (1-4 times per hour)
 - Fine dexterity (both hands) – Frequently (5-24 times per hour)



JOB DESCRIPTION ACKNOWLEDGMENT

By signing below, I acknowledge that I have read the Neighborhood Building Manager job description, understand the expectations, and am able to perform the essential duties and responsibilities necessary to successfully perform the job as described with or without reasonable accommodations.

I also understand that the job description may be changed at the discretion of the company at any time.

Signature

Date