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## Construction Coordinator

### Mission and Vision

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The mission of Rebuilding Together Minnesota is repairing homes, revitalizing communities, rebuilding lives and our vision is a safe homes and communities for everyone.

### Summary of Position / General Areas of Responsibility

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The Construction Coordinator will work with our Program Manager to plan and oversee work on various programs and the related projects throughout the year. This will include planning the details of the project work scope through to final reporting. This role will also include hands-on supervision of volunteer individuals and/or team(s) on certain project days. The Construction Coordinator will perform home modification and repairs, post-work evaluations to ensure work is complete and well done, and coordinate any follow-up work needed. The Construction Coordinator will work as part of our team to increase our capacity, efficiency and quality of services.

### Essential Duties and Responsibilities

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- Assist with assessments of applicants' homes to determine scope of work, and volunteer best-fit opportunities.
- Provide project budget and cost estimates, and coordinate with program manager for funding availability.
- Review work scopes for completeness and ability to provide a productive day for the number of volunteers being used.
- Assist in securing bid documents, permits and/or any other paperwork as needed to complete the work scope.
- Identify qualified contractors or skilled trades professionals as appropriate to perform the work and oversee the work.
- Coordinate direct repairs; working alongside staff and volunteers on projects across all programs.
- Order materials and other site needs to ensure quality and completion of work.
- Evaluate work at end of project/day to ensure quality and completion of work.
- Complete unfinished work as needed or schedule/oversee volunteers to do so.
- Ensure Safety Program is constantly enforced on all project sites.
- Serve as Rebuilding Together Minnesota representative on projects.
- Ensure project punch list and project close-out including accounting, contract sign off and files are completed in a timely fashion.

### Knowledge, Skills, and Abilities

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Self-starter  
Construction or contractor skills/experience a plus  
Organized and able to manage projects  
Comfortable managing volunteers  
Valid driver's license

### Description of Physical Demands

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Construction Coordinator will spend a majority of time in the field. As such, they must be able to stand and walk for extended periods, climb flights of stairs and/or ladders, be able to complete repair activities involving pounding, turning and other range of motion activities, and lift 25 pounds or more as part of their essential duties.