

# THE RESURRECTION PROJECT

## Job Description



<b>Position Title</b>	Construction Manager
<b>Supervisory Relationship</b>	Chief Real Estate Development Officer
<b>Work Location</b>	1801 South Ashland, Chicago, IL 60608
<b>Organization General Description</b>	After 25 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$431 million in community investment.
<b>Pillar Purpose</b>	The Real Estate Development division, one of three branches of the Stewardship of Community Assets pillar, manages TRP's real estate development functions. This includes the acquisition of vacant lots and properties for rehabilitation, the planning of new construction, and the procurement of the grant and investment dollars necessary for such projects.
<b>General Job Description</b>	<p>The Construction Manager (CM) will manage, coordinate, and supervise the construction activities of any real estate development project in construction phase from initial planning through final construction completion. The CM will be primarily responsible for coordinating and managing the construction budget, construction schedule, quality assurance and control, general contractor contract, program requirements (city residency, Section 3, MBE and WBE among others), and the safety of employees and general public. The CM will act as the Owner's representative every time they are at a construction site.</p> <p>Lastly, the CM is also responsible for working with other TRP divisions, including but not limited to Property Management, Community Ownership, Marketing, Finance and Operations, and must maintain leadership to further the overall mission of TRP.</p>
<b>Job Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Develop and maintain construction budget, schedule, and field reports for each project under construction.</li><li>• Provide on-site management of construction projects.</li><li>• Assist in the enforcement of budget and schedule controls throughout the construction of the project, as appropriate.</li><li>• Track and control construction costs to avoid budget overruns.</li><li>• Direct and monitor progress of construction activities by working with construction superintendents, quality and safety personnel, and others.</li><li>• Verify all necessary permits and licenses which should be in place prior to start of construction.</li><li>• Monitor compliance with building and safety codes and other regulations.</li><li>• Prepare necessary documentation and processes to carry out bidding of any construction project by at least three General Contractors.</li><li>• Be responsible for a controlled transfer of the project from pre-development to construction to turnover and operations of properties</li><li>• Assist Architectural, Engineering, and Construction teams with project design and development including scope, subcontractor selection, cost estimation, installation, and project scheduling.</li><li>• Negotiate contracts with owners and subcontractors.</li><li>• Consult with potential and current General Contractors to analyze construction needs, estimates, bids, and costs.</li><li>• Work with Real Estate Development staff to design and creatively ensure long-term project feasibility while being consistent with TRP's goals.</li></ul>

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- Manage the selected General Contractor to ensure quality control and project delivery on time and within budget, while not only meeting but exceeding client expectations.
- Manage relationships with the architect, General Contractor, and other real estate development professionals as needed.
- Develop and maintain an accurate and complete project filing system to document costs and expenses, pro formas, correspondence, and achievement of milestones.
- Provide ongoing project status updates with all parties throughout construction.
- Provide project reports, budget, documentation, and collaboration throughout construction.
- Manage project expenditures and job costs, including accurate documentation, approvals, payment reporting, and tracking.
- Ensure compliance with company, industry, trade, and jurisdictional safety standards, practices, and applicable codes.
- Ensure compliance with City of Chicago's Department of Planning and Development, Illinois Housing Development Authority, Chicago Housing Authority, Housing and Urban Development, and any other public entity as required.
- Ability to read, understand, and explain architectural and engineering drawings.
- Foster positive and effective business relationships at all levels and project phases.
- Ability to effectively manage multiple projects and foster positive business relationships.
- Ability to be innovative and creative in challenging situations.
- Ability to adapt to changing demands and priorities.
- Ability to adapt to a quickly changing work environment.
- Ability to assist with the preparation of project work plans.
- Ability to assist with the preparation of the project audits.
- Maintain required job skills and core professional competencies.
- Attend and participate in required organizational programs and staff meetings.
- Other duties as assigned.

### Performance Measures

- Achievement of annual goals
- Timely, quality production of construction and financial status reports.
- Timely, quality production of construction memo reports to client(s).
- Timely, quality production of monthly payments for invoices related to a project with the external and internal teams.
- Effective, consistent execution of day-to-day responsibilities.
- Timely, quality project updates as requested.
- Effective, strategic development of relationships with peers, leaders, and partners.
- Active participation in required staff meetings and events.

### Essential Knowledge and Skills

- Bachelor's degree in Architecture or Construction Management or related fields (Master's degree preferred).
- Minimum of five years in related work experience or project management positions with responsibility for projects over \$1M.
- Excellent problem solving, interpersonal, written and oral communications, and demonstrated public presentation skills.
- Self-starter with strong organizational skills and the ability to work well with little supervision and in a collaborative work environment.
- Detail-oriented and self-motivated with ability to multi-task.
- Commitment to produce high-quality work.
- Experience in reading and assessing architectural drawings and specifications.
- Ability to work with consultants, local government, and other experts.
- Ability to make quick, economical, and efficient decisions.

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- Ability to build relationships and work effectively with people of diverse social, faith, economic, and racial/ethnic backgrounds.
- Proficient computer skills including MS Word, Excel, MS Project, and AutoCAD.
- Bilingual in English/Spanish preferred.

### Special Working Conditions and Demands

1. Ability to meet time-restricted deadlines.
2. Able to work early mornings, some evenings and weekends.
3. Must have means of transportation to visit project sites, on a daily basis or as needed.
4. Ability to effectively function at construction work sites/hard hat areas, including walking and maneuvering on uncompleted floor surfaces, among construction materials and debris, and climbing stairs and ladders.

### Position

Full-Time, Exempt

### Classification

### Preparation Date

4/28/17

### Statement of

### Equal Opportunity

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

### Application

### Instructions

Please send resume and cover letter by email or mail. No phone calls please.

### Contact

### Information

Email: [trpjobs@resurrectionproject.org](mailto:trpjobs@resurrectionproject.org)

Mail: Human Resources, 1818 South Paulina, Chicago, IL 60608