

CONSTRUCTION PROJECT MANAGER

About COCIC

Central Ohio Community Improvement Corporation (COCIC) is a non-profit development corporation, committed to improving the quality of neighborhoods in Franklin County, by returning vacant, abandoned, and foreclosed properties to productive use. COCIC is a small organization that is continuously growing. Recently announcing the creation of the Central Ohio Community Land Trust (COCLT), the organization is expanding their operations through constructing affordable housing for moderate-income families in our community.

By becoming our **Construction Project Manager** you'll join a collaborative, team-based organization. You will oversee our construction programs, including new home builds, rehabs, and Property Management Program. This is a tremendous opportunity for a dedicated individual who is driven and has the desire to contribute to our community's success, as well as our own growth

Job Summary

Working with the Director of Real Estate Development & Property Management, the **Construction Project Manager** will complete a variety of assignments to assist in preparing properties owned by COCIC for real estate development or Community Partner and Property Rehabilitation projects, including: projects consisting of small- and large-scale rehab or new construction for residential, mixed-use or commercial uses; and (2)Leasing.

Additionally, this position will be responsible for the general care and upkeep of all COCIC owned properties and will oversee field operations and ensure that multiple projects are successfully completed on time, meet the established budget, and performance requirements. This position provides leadership to construction activity, including all paid contractors and subcontractors. S/he ensures that a safe construction environment is maintained in accordance with COCIC policies and OSHA, state, county, and city regulations.

Qualifications (knowledge, experience, skills, abilities)

- Minimum of 5 years of direct or related experience in construction, construction management, or real estate development
- Management or project supervisory experience necessary.
- Project management experience.
- Able to lead, manage, supervise and motivate.
- Able to plan, schedule, prioritize, coordinate, delegate and manage multiple projects.
- Able to analyze circumstances, make routine decisions, problem solve, and give direction in order to resolve.
- Able to read and interpret standard residential construction blueprints and specifications.
- Must possess basic mathematical aptitude to calculate building measurements, quantities, etc.
- Ability to read and interpret procedural manuals, safety regulations, maintenance instructions, etc.
- Effective interpersonal skills. Able to give both oral and written instruction to both individuals & groups, subcontractors & suppliers.
- High School Diploma or equivalent. Bachelor's in related activity preferred.
- Certified in first aid and CPR preferred
- Valid driver's license in good standing required. Able to independently operate motor vehicles.
- Ability to pass a criminal background check with no felony convictions or misdemeanors involving violence or theft.
- Must be able to pass a pre-employment drug screening.
- Ability to move up to 30 pounds floor to waist and pushing/pulling up to 30 pounds a distance of up to 100 feet.

This position description is intended to describe the type and level of work that will be performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities of a person so classified.