

CrossRoads Missions

Inner City - Project Management

Position Title: Project Manager
Classification: Full-Time (support-raised)

Reporting Relationships

Position Reports to: Inner City Field Director
Positions Supervised: Field Consultants, Construction Interns, Security Personnel, Contracted Labor, General and Sub Contractors.

Position Purpose

To provide consistent and effective management of construction projects undertaken by CrossRoads Missions. To ensure a safe and productive environment in which our participants and staff must serve. Maintain current plans and documentation relating to all field projects, and ensures that all projects are properly permitted and that local code enforcements are being satisfied. Oversee projects offered through the convention and retreat programs.

Essential Functions and Basic Duties

- 1. Assume responsibility for field construction projects**
 - a. Determine the ministries viable role in the construction project.
 - b. Maintain a written progress record on all projects.
 - c. Secure necessary professional drawn plans when necessary.
 - d. Secure appropriate permits for all field projects.
 - e. Determine a project timeline.
 - f. Determine an estimated cost and timeline for completing the project.
 - g. Identify known supplies and suppliers that can help on projects.
- 2. Assume responsibility for tools and equipment required for completing projects**
 - a. Make sure all necessary tools are present and in good working order before scheduling projects.
 - b. Maintain a recorded account of all tools in any given field.
 - c. Replace and service tools as necessary.
 - d. Keep Web manager and development staff informed of tools needed by the ministry.
- 3. Assume responsibility for safety management**
 - a. Responsible for the safe operation of all tools and equipment.
 - b. Regular inspection of all ladders, scaffolding, power tools, electrical cords, air hoses and motorized equipment.

- c. Train staff and interns in proper tool safety and proper equipment usage.
- 4. Assume responsibility for Supply Procurement**
 - a. Secure necessary project supplies prior to the projects implementation.
 - b. Keep an adequate supply of consumable tools and supplies on hand.
 - c. Keep an accurate account of quantities of materials used in completing repetitive projects.
- 5. Responsible for recruiting qualified assistance**
 - a. Secure qualified volunteers from surrounding area to assist in project oversight.
 - b. Maintain an ongoing record of interested skilled volunteers in the area that can be called upon to assist in new projects
 - c. Find out from our partners what the skill level of their own personnel as well as their volunteer base is, and what is their availability to assist.
- 6. Vehicle maintenance**
 - a. Routine servicing of vehicles used to service the field projects.
 - b. Assign and supervise intern staff in basic vehicle preventive maintenance.

Performance Measurements

1. Documentation, permits, records, and reports are prepared, maintained and recorded accurately in a timely manner.
2. Effectively communicated the projects role in service to the community, and able to explain our ministries objectives
3. Provided an encouraging, service minded and worshipful environment in which to serve.
4. Projects are progressing at an acceptable rate.
5. Timeframes for projects are being adhered to.
6. Good communication with the Field Director / Coordinator, Financial Director, Development team and the Executive Director.
7. Field Director has been adequately informed of project progress and hurdles.
8. Responsibilities and duties have been carried out in accordance with policies and procedures.

Qualifications

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|--------------------------|---|
| Education/Certification: | College Graduate or Equivalent |
| Required Knowledge: | Knowledge of construction trades Working knowledge of Scripture and comfortable with sharing ones faith Must be capable of instructing others |
| Experience Required: | Must have had experience in project/people management |

Skills/Abilities: Construction abilities
Attentive to detail and accurate
Well organized
Cooperative and willing to assist and train others
Able to use computer
CDL Certifiable

Physical Activities and Requirements of This Position

Finger dexterity: Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

Talking: Applicant must be able to effectively communicate the mission and purpose of CrossRoads. Applicant must be able to effectively communicate where one must convey detailed or important instructions or ideas accurately, loudly, or quickly.

Average hearing: able to hear average or normal conversations and receive ordinary information.

Average visual abilities: average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery.

Physical strength: Physically challenging work. Field located most of the time. Must be able to lift and move heavy objects

Working conditions

None: Both in and outdoor working environments.

Mental activities and requirements of this position

Reasoning ability: Must be able to apply logical or scientific thinking to a wide range of intellectual and practical problems. Applicant must be able to deal with very difficult concepts and complex variables.

Mathematics ability: Ability to use construction calculator, do basic math, able to do measurement conversions.

Language ability: Ability to read and comprehend at a collegiate level. Must be able to communicate effectively with others, and should be patient with individuals with a different language background.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.