**NEWCAP BUILDS COMMUNITY**

**1201 Main Street**

**Oconto, WI 54153**

www.newcap.org

# JOB DESCRIPTION

**JOB TITLE:** Project Manager

**SUPERVISOR:** V.P. of Construction & Safety

**CLASSIFICATION:** Full-Time / Non-Exempt

**WORKSITE:** Northern, WI (based out of Oconto)

**GENERAL SUMMARY**:

**Responsibilities:**

* Maintain a well-organized, clean, and safe jobsite.
* Effectively trains and mentors crew members and oversees the crew’s daily tasks.
* Completes tasks efficiently, per schedule, as dictated by VP of Construction & Safety.
* Works in close coordination with Construction Office Administrator to ensure timely, accurate reporting, and invoicing on projects.

**AGENCY EXPECTATIONS**:

1. Adhere to agency policy and procedures.
2. Exceptional Communication and organizational skills.
3. Maintain a positive and respectful attitude.
4. Demonstrate flexible and efficient time management and ability to prioritize workload.
5. Consistently report to work on time prepared to perform duties of position.
6. Has a strong work ethic putting the needs of the organization and clients first priority.
7. Ambassador for Newcap, Inc., along with all employees, and responsible for marketing/promoting the organization and its programs both internally and externally.
8. Demonstrates leadership to gain and maintain credibility, trust, and respect of all employees.
9. Proactively and effectively communicates the knowledge gained from education to others in the organization, through the use of presentations, email, and conversations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**:

* Completes tasks, efficiently, per schedule, as dictated by VP of Construction & Safety.
* Project Manager will have their own basic hand tools: levels, hammers, screw drivers, flat bar, nail puller, chalk box, string line, tape measure, speed square, framing square, pencils, chisels, box knife, drill bits, plumb bob, keyhole saw, knee pads, levels, general duty work gloves, flashlight, scratch awl, electrical tester, tool apron, drywall taping & topping tools, putty knife, pliers, nail sets, drywall T-square, etc. needed to complete their work duties. **Employer** **will provide:** safety glasses, hearing protection, specific hazard duty gloves such as nitrile gloves, Tyvek suits if needed, power tools, respirators, and first aid kits.
* Load and unload materials for jobs.
* Operate and maintain assigned tools and equipment.

**Hands on manager who leads by example when working with crew**

* Effectively mentors and oversees the crew’s daily tasks, involving all applicable construction trades.

**Enforces all company safety policies and procedures**

* Maintain a well-organized, clean, and safe jobsite.
* Comply with OSHA and program health and safety standards.
* Demo and clean up of sites as needed.

**Effectively communicates with NBC workforce, vendors, and staff**

* Works in close coordination with Construction Office Administrator to ensure timely, accurate reporting, and invoicing on projects.
* Communicates with work crews, subcontractors, and suppliers as need arises.
* Attend program, departmental and agency meetings.
* Maintain complete client confidentiality.

**COMPETENCIES, PERSONAL AND BEHAVORIAL REQUIREMENTS**:

* Possess strong construction estimating capabilities.
* Maintain complete confidentiality in all Newcap Builds Community business-related matters.
* Reliable, dependable, prompt, organized, and works well with minimal supervision.
* Assertive, friendly, pleasant, professional, and courteous demeanor.
* Respectful and treat all people with compassion and dignity.
* Flexible and able to adapt to different situations.
* Works well as part of a team.
* Multitask effectively, detail oriented.
* Communication proficiency.
* Diversity and inclusion.
* Results driven.

**EXPERIENCE & SKILLS REQUIREMENTS**:

* Minimum 5 years of on-the-job carpentry experience and remodeling.
* Has a wide range of experience in new construction, remodeling, and rehab.
* Has a strong Construction Estimating background.
* Has basic knowledge of plan reading, scheduling, plumbing, concrete work, excavation and grading, roofing, electrical, and the HVAC trades.
* Ability to climb ladders.
* Ability to work from heights and in confined spaces.
* Ability to work in all weather conditions.
* Basic math and measuring skills.
* Basic computer knowledge and skills.
* Valid Wisconsin driver's license, proof of insurance, and meet the requirements of Driving Newcap Vehicles policy.

**EDUCATION:**

* High School Diploma or GED equivalent.

**CERTIFICATIONS – Preferred But Not Required at Time of Hire**

* OSHA 10 Hr. Construction Safety and Health.
* Lead Safe Renovator trained (Newcap Builds will provide training for this certification).

**WORK 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.

While performing the duties of this job, the employee is sometimes exposed to fumes or airborne particles. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level in the work environment and job sites can be loud. This position is performed in both inside and outside weather conditions.

**PHYSICAL REQUIREMENTS**:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; sit; talk; and hear.

Specific vision abilities regularly required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is required to stand, walk, and exert up to 50 pounds of force and/or move objects.

While performing the duties of this job, the employee may be required to balance, stoop, kneel, crouch or crawl.

**TRAVEL:**

No travel beyond Newcap’s service area is expected for this position. Occasional travel to attend workshops, in-service training, conferences and meetings as assigned may be necessary.

No overnight travel is expected for this position, with the rare exception for training purposes.

**OTHER DUTIES:**

Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

*Thank you for your interest in joining our Newcap Builds Community Team!*