



California Nevada Annual Conference
of the United Methodist Church

JOB ANNOUNCEMENT
DISASTER RESPONSE

POSITION TITLE: Disaster Recovery – Construction Project Coordinator

CLASSIFICATION: Non-Exempt

DEPARTMENT: Office of Mission Collaboration

**POSITION TITLE OF
IMMEDIATE SUPERVISOR:** Director, Disaster Response Ministry

LOCATION: Lake County & Mendocino Counties – Ukiah Methodist Church

MORE INFORMATION: SonjaEb@CalNevUMC.org or 916-374-1525

POSITION OVERVIEW

On behalf of the California-Nevada Conference of the United Methodist Church and the United Methodist Committee on Relief, serve as a Construction Coordinator working with Disaster Case Managers, Volunteers, key members of the Mendocino and Lake Counties Long Term Recovery Group (LTRG), and individuals and families recovering from the 2017 October Fire Storm effecting Northern California Communities. Construction Coordination in Long Term Recovery consists of overseeing rebuilding or restoring of survivors' homes to safe, sanitary, secure and functional condition. Construction Coordination ensures that construction is effective, efficient, timely, and that quality workmanship meets code requirements. This may include rebuilding a destroyed home or relocating a home for clients that have been through the proper case management and are eligible for assistance. This may also include assisting with navigation of the permitting process as appropriate. The coordinator must have a strong desire to serve others and the ability to perform all duties with an understanding of the mission and ministry of the California Nevada Conference of the United Methodist Church.

KEY RESPONSIBILITIES INCLUDE

Essential Functions:

1. Work in consultation with Mendocino & Lake Counties LTRG's and volunteers to assist the community in recovering from a disaster
2. Oversee the rebuild, restoration and/or relocation of client homes to a safe, sanitary, secure and functional condition within the guidelines and provided by the LTRGs.
3. Be aware of the spiritual environment in which you work and serve
4. Conduct project inspections and provide estimates for labor and materials
5. Secure all components needed to complete home repair projects, including timely acquisition of materials, equipment, and tools

6. Supervise the work of all volunteers and contractors in order to ensure safety, quality workmanship, and high moral
7. Assist disaster survivors in home repair; providing guidance, supervision, technical advice and expertise
8. Coordinate the efforts of volunteers, contractors, and inspectors in order to complete the project in a timely manner
9. Orient volunteers to project expectations and assign specific jobs according to their skills and abilities
10. Maintain accurate records of construction progress and financial accounts for each project. Manage and control building funds, tools, and equipment.
11. Complete all essential documentation and reports, including home repair agreements
12. Regularly communicate with Director of Disaster Response Ministry regarding goals and objectives of UMCOR project, detailing outcomes and preparing reports prior to date due
13. Demonstrate and teach construction skills and techniques to volunteers and disaster survivors
14. Able to work occasional weekends

This job description should not be interpreted as all-inclusive and is subject to modification. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

QUALIFICATIONS, KNOWLEDGE, ABILITIES, AND SKILLS

The individual must possess the following knowledge, skills, ability, and be able to explain and demonstrate that he or she can perform the essential functions of the job with or without reasonable accommodation.

- Bachelor or Associate degree preferred. 2-4 years construction experience or any equivalent combination of education, training and experience which has provided the requisite knowledge, skills, and abilities. Construction project management experience preferred.
- Able to pass a background clearance to include working with children
- Working knowledge of plumbing, electrical, and HVAC
- Working knowledge of International Residential Code, local Building Code, Local zoning restrictions Building codes – all new and repair construction must meet local codes
- Working knowledge of risk management such that risk management is a method of limiting risks and liabilities while ensuring a safe working environment for the volunteers.
- Working knowledge of repair, removal, and/or disposal of hazardous material, i.e. lead, asbestos, mold, etc.
- Ability to provide confidentiality for all survivors
- Modest computer skills
- Experience supervising construction projects
- Problem solving experience
- Experience estimating entire construction projects

- Ability to work with minimal supervision, taking initiative and keeping everyone informed
- Ability to travel regularly between job sites and other locations as needed
- Ability to work with community partners while maintaining the objectives and standards of the United Methodist Church
- Ability to work with people of all ages, ethnic and religious backgrounds
- Ability to exercise good judgment and discreetly handle confidential and sensitive matters
- Ability to organize and manage multiple tasks and remain flexible
- Ability to communicate effectively in person, by phone, and by email daily
- Ability to organize and manage multiple tasks
- Ability to work independently as well as in a team environment
- Familiarity with the United Methodist Church, its beliefs and organizational structure
- Must demonstrate basic knowledge and willingness to learn more about the mission, organization and operations of the California-Nevada Annual Conference and The United Methodist Church.

EDUCATION

Bachelor's or **Associate's** degree preferred. 2-4 years construction experience or any equivalent combination of education, training and experience which has provided the requisite knowledge, skills, and abilities. Construction project management experience preferred.

LICENSES AND CERTIFICATIONS:

Valid California motor vehicle license with auto insurance and the ability and resources to drive within the service area.

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.

- A. While performing the duties of this job the employee is regularly required to use hands to grab, finger, handle or feel and/or manage construction tools and equipment
- B. The employee frequently is required to walk, sit, stand and talk or hear
- C. The employee is regularly required to climb or balance; stoop, kneel, or crouch.
- D. The employee must occasionally lift and/or move up to 50 or more pounds.
- E. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- A. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.
- B. The noise level in the work environment is usually moderate and can escalate to loud.
- C. Appropriate safety attire/gear is required on job sites and as appropriate throughout the work day

This position description has been designed to indicate the general nature and level of work performed by the employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required of employees assigned to this job, and may be subject to changes in the future.