

Job Title: Construction Site Coordinator – Tennessee-Western Kentucky Conference Disaster Recovery

Reports to: Construction Project Manager

Status: Non-Exempt

Classification: Fulltime

Summary of the position: The Construction Site Coordinator leads volunteers as assigned by the Construction Project Manager (CPM) to rebuild or repair homes damaged in natural disasters. The Construction Site Coordinator is also responsible for job site tasks as assigned by the Construction Project Manager when volunteers are not available. The responsibilities additional include materials procurement as requested by CPM. The site coordinator interacts with the volunteer teams and the homeowner in a professional and confidential manner, instilling the hope and security that the Church provides. Ensuring a high standard of work is done to all jobs and maintaining the standards of state and local building codes for safety.

Qualifications and Skills:

- **Team mindset:** Ability to be a team player and work collaboratively; has a commitment to build covenant with the Equip team and staff.
- **Interpersonal Skills:** Capacity to work collegially and develop rapport with a wide diverse, variety of individuals and leaders.
- **Client Centric:** Demonstrate concern for, attend to the needs of, provide resources for the work of the Disaster Recovery.
- **Construction Skills:** Basic skills in construction and building.
- **Mission Mindset:** Committed to the mission of collaborative disaster recovery.
- **Communication Skills:** Excellent verbal, written, and electronic communication.
- **Organizational Skills:** High ability to prioritize tasks and processes. Ability to execute multiple tasks and projects as coordinated by the CPM.
- **Time Management Skills:** Effective and efficient use of time, talent, and resources.
- **Computer Savvy:** Proficient in the use of electronic communication and electronic documents provided by the CPM.
- **Dependability:** Able to meet deadlines and be reliable.
- **Maintain confidences:** Commitment to complete confidentiality and high degree of integrity.
- **Attention to detail:** Takes responsibility for a thorough and detailed method of working. Maintains compliance with building codes and regulations.
- **Safety:** Maintains compliance with safety regulations. Enforces safe behavior and workplace practices.
- **Adaptability:** Maintains effectiveness in reaching set goals by adapting to changing circumstances, tasks, responsibilities, and people.
- **Conflict of interest:** Possess no outside business interest that may conflict with the client or the TWK Conference. Able to maintain ethical conduct in accordance with Conference policy.

Education Requirements:

- High school diploma or GED equivalent required with at least three years' work experience in construction.
- Contractor's license preferred but not required.

Compensation and work hours:

- Full time work begins with a probationary period. Upon satisfactory completion of this period, and if the longevity of disaster recovery project needs remain, an offer for fulltime employment status may be extended.
- Must be able to work remotely, reside within the TWK conference area, with area travel and team meetings required.
- \$22/hr-\$25/hr

Responsibilities/Essential Functions:

1. Work with Volunteer Teams
 - a. In coordination with the CPM, meet with volunteer teams upon their arrival on the job site to explain the work to be performed.
 - b. Training the team on safety measures, tools, and equipment.
 - c. Ensure appropriate supplies are on site and ready for volunteer teams, making sure each team member has appropriate equipment and supplies.
 - d. Supervise and answer questions the team may have concerning their tasks.
 - e. Assist where needed, teach where appropriate, and work to ensure the team has a good ministry experience.
2. Administrative duties:
 - a. Coordinate any needed materials or outside personnel with the Construction Project Manager to finish a project.
 - b. Coordinate with the CPM for the purchase of all needed project supplies.
 - c. Assign volunteer teams to appropriate job tasks based on skill level.
 - d. Utilize the tracking processes for volunteer teams that includes the team skills, volunteer hours, and remaining needs.
3. Maintain all job records and account information in a safe location.
4. Report team numbers, volunteer hours, work hours, and progress notes to Construction Project Manager weekly.
5. Ensure all injuries are properly assessed and the correct paperwork is filled out and reported to the CPM.
6. Work with the Construction Project Manager to ensure all accounting procedures are being followed and all available funds are being properly spent.
7. Ensure all site invoices and expense reports are properly accounted for and processed weekly.
8. Financially accountable for the ministries for which you are responsible in collaboration with Construction Project Manager.
9. Embrace the diversity and inclusion goals of the Conference.

Physical Demands and Working Conditions:

While performing the duties of this job, the position will require working in weather conditions that vary in temperature and noise level. The physical demands of the position include standing, walking,

pushing/pulling, and climbing up ladders and/or stairs. Must be able to lift objects weighing up to 50 pounds. Travel to other conference locations in Middle or West Tennessee and Western Kentucky may be required.

Stipulations/Reference:

- This position begins with a brief probationary period.
- Upon satisfactory completion of this period, and if the longevity of disaster recovery project remains, an offer for full employment status may be extended.
- Have a valid driver's license and vehicle with auto insurance. Able to drive long distances throughout the service area as needed for projects or meetings.
- Ability to travel regularly between service areas as assigned by CPM.
- Pass a background check and online training process.
- This position is eligible for conference health plan and pension benefits upon successful completion of the probationary period.
- Mobile office equipment, supplies, and cellular phone allowance will be provided.
- No unemployment benefits are available to conference employees, based TCA rules.

Contact Information and How to Apply:

- Qualified applicants, please send a letter of interest and resume to careers@twkumc.org and specify that you are applying for **Construction Site Coordinator** position. Job offer is contingent upon successful completion of training and background check. Deadline to apply is on or before **Friday, August 18, 2023**. Applications will be reviewed when they are received.

8/12/22; rev 5/23

This job description is subject to change at any time.