

Duties and Responsibilities:

1. Assist TCAC team to establish and grow a new affordable housing development and construction program at our organization.
2. Oversight of single-family new construction projects in the field at scattered project sites –
 - Periodic, frequent scheduled and unscheduled visits to site to track contractor progress, quality of work, completeness of scope of work, and monitor the safety/cleanliness of job site.
 - Scheduled milestone inspections (i.e., footings, rough-ins, final, etc) and completing inspection documentation
 - Coordinating scheduling of codes inspections by building codes officials as well as construction financing inspections as needed
 - Approval of interim construction draws as percentage of work completed
 - Obtain approval of potential change orders/ budget adjustments
 - Coordination of homebuyer’s “sweat equity” contributions, if any
 - Adherence to timeline/project completion schedule
3. Recruitment of program-related professionals, such as engineers, architects, inspectors, contractors, etc.
4. Acquiring knowledgeable of any applicable grant funder’s programs, construction standards, as well as gaining knowledge of implementation of energy efficient items and universal design as possible.
5. Development of variety of affordable house plans that meet criteria of funders, market trends, universal design, energy features, and homebuyer price points. Updated as needed. Prepare complete scope of work/plans/specifications for construction.
6. Develop timeline/schedule for each project and ensure contractors complete on schedule. Monitor weather delays and impacts to schedule.
7. Develop project budget and implement tracking process to ensure the project is completed under budget.
8. Preparing bid process documentation and coordinating the bid process (pre-bid conference/site visits, bid openings, contract signings); strict adherence and implementation of TCAC and grant funder procurement policies and procedures.
9. Qualification/eligibility screening of contractors and/or non-profit housing organizations
10. Assists with identified properties for potential development – site evaluation checklist for utilities, unit placement, restrictions if any, septic permit, survey, etc)
11. Address problems and concerns as they periodically may arise
12. Work closely with TCAC housing staff to ensure program compliance and monitoring
13. Ensure follow-up and completion of warranty work
14. Represents organization at appropriate conferences, public meetings, seminars, and workshops to promote TCAC and its activities within the counties we serve.
15. Work closely with other TCAC employees to provide the best team possible.
16. Abides by TCAC personnel rules and regulations.

Desired knowledge, experience, and abilities:

Desire to work one-on-one with people, with a self-fulfilling purpose of having the ability to help others.

Strong working knowledge of new home construction technology, methods, and building materials is essential. Knowledge of Residential Building Codes (latest versions).

Ability to establish and maintain a good working relationship, and interact effectively with homebuyers, contractors, building materials suppliers/representatives, other employees, realtors, lenders and other housing-related professionals, representatives of governmental funding agencies, and elected and appointed governmental officials.

Ability to develop project budgets and knowledge of cost estimating is essential.

Ability to consistently adhere to established agency and program policies and procedures required to ensure compliance with agency and funder regulations.

Ability to formulate and express ideas clearly and concisely, both orally and in writing.

Ability to make timely and appropriate decisions in response to challenging and/or difficult situations as they may arise.

Exhibit flexibility within a work environment that encourages growth and adaptability.

Possess computer skills with working knowledge of Microsoft Office software (Word, Excel).

Possess knowledge/familiarity of the region (*counties, cities, communities, resources, etc.*)

Possession of a valid Tennessee General Contractor License, or must be able to obtain a TN housing inspection license and attend grant-specific training.

Must hold a valid Tennessee Driver's License, possess the ability to be insured at standard vehicle liability rates, and possess a reliable mode of transportation.

Terms of Employment:

- Salary based on experience, estimated \$25-\$35/hour.
- Permanent position with flexible hours/schedule - depending on # of projects managed. Estimated 20-30 hours per week, growing as program grows
- Semi-remote: Able to work remotely from home, with partial in-office time
- Health insurance and other benefits provided; access to company vehicle;
- Cell phone provided