



18225-A Flower Hill Way
Gaithersburg, MD 20879
Phone 301-947-9400
Fax 301-947-9411
www.rebuildingtogethermc.org

Construction Supervisor

Rebuilding Together Montgomery County's mission is repairing homes, revitalizing communities and rebuilding lives. Our vision is safe homes and communities for everyone.

ABOUT THE ORGANIZATION:

Rebuilding Together Montgomery County (RTMC) works in partnership with community volunteers to provide free home repairs, accessibility modifications and links to community resources to keep low-income homeowners living safely and independently in their homes. RTMC was founded in 1990 and is one of 130+ affiliates of the national organization, Rebuilding Together, which was founded in 1973 and formerly known as Christmas in April.

THE POSITION:

Reporting to the Director of Program Services (DPS), the Construction Supervisor is responsible for assisting the Director and the Manager of Program Services in achieving the annual goals and objectives of RTMC's programs benefitting our homeowners to include:

- Safe & Healthy Homes program
- Critical Need Repairs Program
- National Rebuilding Day
- Handyman Program
- She Builds
- Corporate Give-Back Days

The Construction Supervisor is responsible for the field oversight, execution, and coordination of all home/community revitalization repair programs and services offered by Rebuilding Together Montgomery County (RTMC). The Construction Supervisor is responsible for all field service delivery, contractor/volunteer handyman selection and supervision, scope of work development, and providing direct handyman/repair services.

KEY RESPONSIBILITIES:

Repair Project Management

- Serve as the onsite contact for homeowners once a client application has been approved for services and repair work begins.
- Be a champion of customer service for our homeowners and ensure they receive timely and clear communication throughout the home repair process.
- Conduct comprehensive site previews and develop appropriate scopes of work reflective of client needs, grant funding availability, and types of program delivery.
- Responsible for all repair project activities, including site selection, homeowner-sponsor matching, work scope development, training, pre-project day work, and post project day punch list items.



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- In collaboration with the Director of Program Services, assign repair work to volunteers, contractors, etc. and assign grant funding.
- Prepare worksites, purchase materials, secure equipment, and support build days.
- Manage and oversee maintenance of organization vehicles and trailers, tools and equipment.
- Responsible for oversight of the safety, security, and inventory of storage facility space.
- React to time sensitive repair requests by completing basic handyman tasks at homes as directed.
- Develop and grow local volunteer handyman service pool.

Support execution of National Rebuilding Day

- At the direction of the Manager of Program Services, coordinate with volunteer groups and homeowners for RTMC's annual National Rebuilding Day ("NRD") event, including assisting in training for House Captains, House Ambassadors, Homeowners, and Area Coordinators; and managing and training NRD volunteers, approving scopes of work, and organizing project day equipment and supplies.
- Support Manager of Program Services to meet NRD timelines and deadlines
- Support Manager of Program Services to identify NRD houses.
- Support Manager of Program Services with training of House Captains
- Ensure supplies are ordered, organized and delivered to sites and returned to warehouse.

Communication

- Support planning and delivery of Corporate Give Back Days.
- Develop and maintain contractor/volunteer handyman relationships and grow partnerships for cost-effective and in-kind service provision to further leverage funds.
- Ensure code compliance for service delivery and serve as organization's construction expert.
- Ensure program information including photographs, scope of work, and project data is uploaded to Salesforce database in a timely manner and assist with providing data for program reports.
- Assist with monitoring impact of services through completion of impact summary evaluations both before and after work.

QUALIFICATIONS, EDUCATION, TRAINING AND EXPERIENCE:

- Interest in the mission of Rebuilding Together Montgomery County and serving low-income homeowners.
- Minimum five years of experience in construction project management and home repair/renovation is essential.
- Demonstrated experience in managing multiple projects, teams (including volunteers), budgets and deadlines.
- Deadline driven and must enjoy detailed work and be willing to pay meticulous attention to record keeping and bringing projects to completion.
- Exceptional organizational skills and ability to thrive in change and manage multiple home repair projects and partnerships simultaneously.



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- Exceptional interpersonal communication and customer service skills.
- Flexible and adaptive style with ability to work well with diverse groups, including homeowners, volunteers, community groups and sponsors.
- Self-motivated and ability to work independently as well as a part of a team.
- Working knowledge of Microsoft Office; experience managing data using Salesforce a plus
- Ability to speak Spanish a plus.

WORKING CONDITIONS AND ENVIRONMENT/PHYSICAL DEMANDS:

The demands described are representative of those that must be met by an individual to successfully perform the essential functions of this position.

- Physical stamina and agility required.
- Must pass all criminal history and background checks.
- Valid driver's license, proof of personal automobile insurance, and acceptable driving record required to drive RTMC vehicles for RTMC business.
- Attend and participate in mandatory trainings, staff meetings, and all other events as scheduled.
- Some weekends and evenings work may be required.

This position description is intended to describe the general nature and level of the work to be performed. This is not an exhaustive list of all duties and responsibilities associated with it. Rebuilding Together Montgomery County reserves the right to amend and change responsibilities to meet organizational needs. Rebuilding Together Montgomery County is an Equal Opportunity Employer.

COMPENSATION AND BENEFITS INFORMATION:

This is a full time, hourly position with a comprehensive and generous benefit package. Salary is competitive and commensurate with experience.

HOW TO APPLY:

To be considered, applicants must submit a cover letter and resume to Executive Director Maury Peterson at info@rebuildingtogethermc.org