

# General Contractor Job Description - I.N.N. Housing Team

POSITION TITLE: General Contractor

EMPLOYMENT TYPE: Part or Full time (1-2 homes renovated per year)

UNIT ORGANIZATION: Community Impact

REPORTS TO: Improve Norwich Now, Anonymous Funder

## PURPOSE OF POSITION:

The primary role of the General Contractor (GC) is to oversee an Improve Norwich Now initiative to rehabilitate single family homes in Norwich. It will be essential for the GC to coordinate local contractors, plumbers, electricians, artisans, and construction supply companies in order to build a team who can be called upon to participate as members of this Improve Norwich Now initiative. Furthermore, the GC will need to work cooperatively with the I.N.N. Housing Team members in order to coordinate all aspects of the project (from purchase to sale of the home).

As a member of the Improve Norwich Now (I.N.N.) team, the GC will assist ongoing I.N.N. efforts, along with potentially volunteering time towards I.N.N. board meetings and events. It will be the expectation of the Board to receive monthly updates (at minimum) from the GC.

## KEY AREAS OF RESPONSIBILITY:

The major responsibilities of this position include, but are not limited to:

- Develop and maintain relationships with the funding source, I.N.N. Housing Team and Board members, local contractors, electricians, plumbers, artisans, and construction supply companies, as well as related community partners
- Work collaboratively with the I.N.N. Housing Team in order to research potential properties
- Develop clear, concise work plan proposals for the rehabilitation of homes, including labor, materials, and overall price estimates
- Coordinate all work being done on the home
- Maintain effective communication with all parties involved
- Leverage existing services to meet needs as they surface
- Be prepared to attend I.N.N. Community meetings and Board meetings (upon request)

## Confidentiality/Discretion

Confidentiality and discretion are needed. Building trusting relationships with our funding source and local service providers is essential.

## JOB RELATIONSHIPS WITH:

Funding source, I.N.N. Housing Team & Board, local contractors, plumbers, electricians, artisans, and construction supply companies, Code Enforcement, potential home owners/buyers, and any other entities who become involved in the process (purchase-sale of the home)

#### MINIMUM QUALIFICATIONS:

- A strong background in quality construction skills (it is possible the GC may elect to provide the contractor skills required to complete renovations to the home)
- A preferred background in flipping/renovating homes, especially in Chenango County
- The ability to effectively manage information (project oversight)
- Communication skills: excellent listening skills and effective speaking skills. This includes the ability to communicate in an approachable and understandable way for diverse audiences.
- An awareness of community engagement is preferred
- Ability to adapt to unforeseen issues that may arise at any point during the process
- Organization skills are necessary to manage estimates, expenses, and track against available funds
- Knowledge of local community partners
- Demonstrated neutrality, objectivity, professionalism, problem solving, confidentiality, and calmness under pressure in a work setting

#### PHYSICAL/OTHER REQUIREMENTS:

- Valid driver's license and personal transportation.
- Must be willing to travel throughout Norwich to attend various meetings with entities involved in the process (purchase to sale of the home)
- Current liability and health insurance in force
- After-hours event attendance occasionally.

BENEFITS \*contingent upon acceptance from our funding source

- The going rate for general contractors/contractors in Chenango County (approximately \$25-\$30/hour) This position would be offered as a subcontractor for I.N.N..

Improve Norwich Now is an Equal Opportunity Employer. We are looking for candidates to join this growing team who will contribute to the diversity and excellence of the organization. To

apply, candidates should send a letter of interest a summary of related work experience, and references by May 8, 2020 to: [improvenorwichnow@gmail.com](mailto:improvenorwichnow@gmail.com).