



1425 South 13<sup>th</sup> Street Omaha, NE 68108 402-934-9700 fax: 402-934-9703 [www.omahahealthykids.org](http://www.omahahealthykids.org)

**JOB TITLE:** Construction Specialist

Reports to: Director of Programs

Education Requirements: Bachelor's Degree in construction management or related field; or equivalent residential construction and oversight experience.

**WHO WE ARE:**

Omaha Healthy Kids Alliance is a small non-profit passionate about disrupting the cycle of poverty through our work in healthy housing. We advocate for our clients and community by providing education, construction, and supplies to those whose homes are negatively impacting their health. We believe that through education and direct service we can improve the health for our city and ensure a healthy home for every child.

**JOB DESCRIPTION:**

The construction specialist provides administrative and technical support for residential renovation projects. Their duties include reviewing budgets, schedules, discussing issues with particular craftspeople, and giving second opinions on best practices and strategies for completing a project. The ideal candidate will have knowledge of construction materials and appropriate pricing. This individual will work with field coordinators and risk assessors to create project scopes as well as work with contractors on bidding projects, assessing residential properties for health risks, identifying highest priority interventions, and reviewing completed projects. This position is also responsible for providing maintenance plans to families to maintain their renovation long-term.

**MAIN JOB RESPONSIBILITIES:**

- Performs, within the specific program, field inspections of building projects under construction to determine compliance with plans, specifications, construction contracts, and all other contract documents.
- Monitors construction to make sure that work is being completed according to schedule; recommends action, as necessary, to bring about adherence to schedule.
- Recommends and formulates procedures, policies and guidelines for assigned construction program.
- Makes recommendations to general contractors to ensure families concerns are met and health hazards are reduced.
- Acts as a liaison with other agencies, organizations, and employees to coordinate success of the project.
- Negotiates proposed change orders with contractors; investigates documentation on these change orders and recommends action on the same.
- Verifies that work for which payment is requested has been satisfactorily completed.
- Conducts meetings with, and arbitrates between, contractors, owners and governmental agencies concerning contract requirements, job conditions, progress, workmanship, disputes, allocation of funds, and other obstacles.
- Reviews plans, specifications, construction cost data, and other contract documents to identify and point out errors, omissions, code violations, and design inadequacies.
- Inspects building projects to determine the latent defects and assures their completion during the warranty period.

***We improve children's health through Healthy Homes***



1425 South 13<sup>th</sup> Street Omaha, NE 68108 402-934-9700 fax: 402-934-9703 [www.omahahealthykids.org](http://www.omahahealthykids.org)

- Researches and advises on changes in methods and materials for incorporation into future construction plans of the specific programs.
- Helps risk assessors and coordinators provide education and assessment services.

**WORK EXPERIENCE REQUIREMENTS:**

- Knowledge of standards of quality in building construction, alteration and repair.
- Knowledge of safety precautions in the work.
- Knowledge of the building trades.
- Knowledge of building construction processes and procedures, equipment, tools and materials.
- Knowledge of contracting procedures.
- Knowledge of construction codes, laws and contract documents.
- Ability to determine by inspection and specifications if requirements are met.
- Ability to conduct group meetings and to reconcile conflicting views.
- Ability to oversee building construction projects.
- Ability to make cost studies and estimates.
- Ability to communicate skillfully both verbally and in writing with various partners and contractors.

**PHYSICAL REQUIREMENTS:**

- Able to hold or rest weighted objects up to 25 pounds directly on hands, arms, or shoulders from one location to another
- Exerts oneself through walking, kneeling, and stooping
- Sitting for long periods of time in an office environment required

*We improve children's health through Healthy Homes*