

# **DECONSTRUCTION MANAGER**

## **ROLE**

The Deconstruction Manager is responsible for all aspects related to the daily operation of BRING's deconstruction program. The Deconstruction Manager regularly works with the crew doing physical labor and sets the standards for a safe work environment, excellent customer service and open communication between the crew, administration, warehouse and volunteers. The Deconstruction Manager is a member of the Management Team and is responsible for imparting BRING's mission and values to all employees and implementing BRING's policies and procedures. The Deconstruction Manager is an exempt employee and reports to the Executive Director.

## **RESPONSIBILITIES**

### **MANAGERIAL**

- Manages deconstruction projects, including: bidding, budgeting, scheduling, coordinating staffing and subcontracting, cost control, communication with other departments and outside agencies, contracts, and project closeout.
- Writes clear contracts, which minimize risk to BRING; any changes in the scope of work should be recorded and initialed by both parties.
- Assists in developing departmental and business plans, goals, budgets, policies and procedures.
- Interacts with all departments, employees, customers and volunteers.
- Maintains positive, professional relationships with construction and related industry business partners.

### **SUPERVISION**

- Models and acts in accordance with BRING's mission and values.
- Hires and trains deconstruction employees.
- Sets goals and objectives for employees.
- Sets daily work plan for crew.
- Monitors, reviews and evaluates performance of employees.
- Ensures effective employee retention efforts and appropriate staffing levels.

### **SAFETY**

- Ensures at all times the safety of the employees, customers and volunteers in work environments.
- Educates current and new employees on safety procedures, policies and best practices.
- Conducts daily safety meetings with an emphasis on preventing injuries and identifying safety hazards.
- Documents near misses, injuries and accidents and conducts investigations in a timely manner.
- Implements and maintains BRING's and OSHA's safety policies and standards.
- Serves on Safety Committee.

### **ACCOUNTABILITIES**

- Maintains accurate records including:
  - Bids, contracts, client inventories and invoicing information.
  - Weight records (tonnage and salvaged materials).

- Vehicle inspection records, daily.
- Tool maintenance schedules, daily.
- Receipts.
- Employee time sheets.
- Accident reports.
- Personnel forms.
- Other paperwork as required.
- Shares and distributes records with appropriate people in a timely manner.
- Ensures maintenance of tools, vehicles and rolling stock.
- Attends BRING's internal meetings.
- Upholds client relations.
- Performs other related duties as requested.

## **KNOWLEDGE**

- Of BRING's mission, values, goals, programs and functions.
- Of BRING's policies and procedures, particularly safety policies and procedures.
- Of building materials, prices, values and BRING inventory.
- Of proper loading, strapping and transport of materials.
- Of equipment operation and maintenance, including forklift, truck and trailer.
- Of recycling.
- Of customers, suppliers, and support services.
- Of regulations governing construction:
  - OSHA regulations.
  - Handling of toxic materials.
  - Building permit and inspection processes.

## **SKILLS**

- Excellent judgment, risk management, problem resolution, negotiation, decision-making and leadership skills.
- Strong organizational and prioritizing skills.
- Strong business, process improvement and project management skills.
- Strong construction skills.
- Good computer skills, including experience with Microsoft Office products (Word, Excel, Outlook).
- Basic math skills, including percentages, ratios, graphing and measurement.

## **ABILITIES**

- To identify with BRING's mission and values.
- To build, manage and foster a creative, team-oriented work environment.
- To coordinate and manage construction projects from bidding to project closeout.
- To recognize safety hazards.
- To define and prioritize problems and manage workload without direct supervision.
- To manage multiple parallel projects and staffing requirements.
- To communicate clearly in person, over the phone and in writing.
- To request and exchange information in a pleasant, respectful and professional manner.
- To read, analyze and interpret blueprints, contracts, instructions, reports and documents.
- To present information and respond to questions effectively.
- To write clear, concise reports.
- To work indoors and outdoors in businesses, institutions, homes or at BRING facilities (for other mental/physical requirements, see attached requirements).

- To lift 50# and perform heavy physical labor.
- To complete required paperwork in a timely manner.

**OTHER REQUIREMENTS**

- Minimum 2 years construction or related industry experience.
- Minimum 2 years supervising in a positive team environment.
- High school diploma or GED required. BA/BS in business, construction, management or related field preferred.
- Valid driver’s license.
- Valid CCB license or ability to acquire license within one year of hire.
- Current First-Aid and CPR certificates or ability to acquire within three months of hire.

**Disclaimer**

This job description indicates the general nature and type of work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required.

Approval:

\_\_\_\_\_

Executive Director

Date

3/26/07 jb

See next page for physical requirements chart.

**PHYSICAL DEMANDS/WORKING CONDITIONS**

<b>PERCENTAGE OF TIME SPENT:</b>	<b>SCHEDULE: YES/NO/OCCASIONALLY</b>
----------------------------------	--------------------------------------

Sitting	10%	Overtime	Occasionally
Standing	30%	Nights	Occasionally
Walking	30%	Weekends	Occasionally
Stooping/Bending	30 %	Odd Hours	Occasionally
<b>TOTAL</b>	<b>100%</b>	Possibility to Travel	Occasionally
		Wheelchair Access	No
		Needed Equipment Within Reach	No

<b>PHYSICAL DEMANDS (“X” INDICATES ACTION IS REQUIRED)</b>	
Eyesight	X
Hearing	X
Manual Dexterity	X

<b>INVOLVES LIFTING MATERIALS THAT ARE:</b>	
Light	
Moderate	
Heavy	X 50 lbs.

<b>WORKING CONDITIONS</b>			
Lighting	Poor	Fair X	Good X
Temperature	Cold X	Reasonable X	Hot X
Noise Level	Low X	Medium X	High X
Hazardous	Yes	No	Occasional X
Ventilation	Poor	Fair X	Good
Job Location	Indoor X	Outdoor X	