



**DATE:** September 16, 2019

**JOB TITLE:** Disaster Recovery Construction Supervisor(s)

**POSITION TYPE:** Full-Time/Temporary (Grant funded)

**REPORTS TO:** Disaster Recovery Director

**DEPARTMENT:** Mission Field Ministries

**LOCATIONS:**

1. Coastal Bend Region [First UMC – Aransas Pass, Texas]
2. Crossroads Region [First UMC – Victoria, Texas]

**EXPECTED JOB DURATION:** 6- 8 months

**FLSA STATUS:** Exempt

**JOB SUMMARY:**

The Construction Supervisor will report to the Rio Texas Conference Disaster Recovery Asset Manager to ensure the program goals and objectives are facilitated. This person will serve four primary functions in the recovery effort: a.) they will provide detailed estimates of the cost of making repairs to damaged homes of clients served by Rio Texas Conference Case Managers; b.) they will coordinate and provide logistical support to construction teams; c.) they will supervise project managers who will support volunteer construction teams on individual projects. d.) The supervisor will train construction personnel as needed and ensure that all organizational Conference policies, procedures, and processes all followed. The Construction Supervisor will work with survivors impacted by Hurricane Harvey to provide home repairs that will allow them to re-establish normalcy. Construction Supervisors must present a strong desire to serve others and the ability to perform all duties with an understanding of the mission, ministry, philosophy, culture, and protocols of the United Methodist Rio Texas Conference.

**ESSENTIAL FUNCTIONS:**

- Facilitate program goals and objectives with Disaster Recovery Director and disaster response community leadership.
- Provide input on detailed cost estimates to disaster case managers for homes damaged by Hurricane Harvey.
- Communicate with the Disaster Recovery Asset Manager present and future needs for volunteer construction teams.
- Train construction personnel as needed and ensure that all organizational Conference policies, procedures, and processes all followed.
- Appropriately coordinate and schedule work for volunteer construction teams for projects as teams are available.
- Supervise project managers who will support volunteer construction teams on individual projects.
- Maintain detailed records of material costs and volunteer hours associated with individual projects.
- Monitor accounts payable in coordination with the Disaster Recovery Asset Manager to assure that all accounts are paid in a timely fashion.
- Procure materials required for individual projects and arrange for timely project site delivery as needed to accommodate volunteer teamwork schedules.

- Ensure the quality control of each project as intended by the original project scope of work.
- Trouble-shoot and identify construction problems; offer timely and safe solutions.
- Ensure project proceeds in a timely manner.
- Manage tool and materials inventory for each project.

***This job description should not be interpreted as all-inclusive and is subject to modification. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.***

**MATERIALS AND EQUIPMENT:**

General office equipment/hardware, Microsoft Office including Word, Excel, Access, and Outlook, Mileage apps and demonstrate the ability to learn new software and professional apps.

**EDUCATION AND EXPERIENCE:**

Bachelor's or Associate's degree preferred. 2-4 years' experience or any equivalent combination of education, training and supervisory experience which has provided the requisite knowledge, skills, and abilities.

**LICENSES AND CERTIFICATIONS:**

Valid Texas Motor Vehicle License and valid auto insurance with the ability to drive within the service area.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to provide detailed cost estimates for home repairs.
- Ability to supervise volunteer construction teams and project managers.
- Ability to train and manage personnel in accordance with organizational policies and procedures.
- Ability to lift 50lbs and move materials as needed.
- Communicate program status and outcomes with Conference leadership.
- Conduct all job duties and communications with the highest level of standard, confidentiality, professionalism, and ethics.
- Possess excellent organizational, listening, written and verbal communication skills.
- Demonstrate essential inter-personal skills such as:
  - genuine care and respect for individuals, families, and communities served.
  - cultural competence relative to the population served.
  - sensitivity to the needs of individuals, families in crisis and awareness of the impact of the disaster on the community, the family and the individual.
- Bilingual in Spanish a plus.
- Able to multi-task effectively, efficiently and work collaboratively with others.
- Ability to conduct business in a manner consistent with the mission, core values, and policies of the Conference.
- Able to work calmly and effectively resolve conflicts in sensitive situations
- Able to work independently and exercise independent judgment.
- Possess no outside business interest that may conflict with the Conference goals and objectives.

**WORKING CONDITIONS:**

Duties are performed seated, standing, driving, and walking. Must have ability to lift objects of 50lbs. Regional travel is expected within the disaster recovery field with occasional travel to the home Conference office in San Antonio. This position has supervisory responsibilities for construction management personnel.

**STATEMENT OF PURPOSE:**

*The United Methodist Río Texas Conference is a Christian faith-based environment that will share in expressions of religious faith within the Wesleyan Methodist tradition. The purpose of a job description is to outline the essential functions unique to a particular job within a specific department. Job descriptions are used to recruit, train, and evaluate employees.*

*The United Methodist Río Texas Conference is an “at-will” employer. Neither this job description nor any other oral or written representations may be considered a contract for any specific period of time. This means that the United Methodist Río Texas Conference or its employees may terminate an employment relationship at any time, for any reason. All employees are required to complete a background screening. Additional screenings may be required upon request.*

**To apply for this position, please submit your Rio Texas Conference application or resume to:**

Isabel G. Munoz, Associate Director of Human Resources

[imunoz@riotexas.org](mailto:imunoz@riotexas.org)

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