



Construction-Rehab Manager (Danville, VA) Compensation: \$45,000 - \$60,000

The Danville Neighborhood Development Corporation (DNDC) is a community development corporation (CDC) established to catalyze reinvestment in neighborhoods in the city of Danville, Virginia. Under the supervision of, and in collaboration with, the Executive Director, the Construction Rehab Manager will manage all technical tasks related to home improvement programming. Funded by the City of Danville, the DNDC's *Home Repair and Property Improvement Program* assists Danville city homeowners and rental property owners in the planning, funding, and completion of repair and improvement projects. Program goals are to eliminate deferred maintenance, improve energy efficiency, improve curb appeal and homebuyer interest in targeted areas, and increase area property values.

The DNDC seeks a Construction Rehab Manager to work with home and residential rental property owners to define and prepare initial project scopes and cost estimates, coordinate the bid process, and monitor home improvement work during the ongoing rehab phase. The Construction Rehab Manager will also work with the Executive Director and partner agencies to develop the *Landlord Training Program* and *Preventative Home Maintenance* workshops for homeowners. The Danville Land Bank's *Make It Home Program* carries similar responsibilities.

Primary Responsibilities:

- 1) Inspect properties and prepare cost estimates, plans and specifications for home repairs, capital improvements, and renovations.
- 2) Prepare documents for bid invitations and coordinate distribution of bid packages to qualified contractors.
- 3) Review project cost proposals and award work to contractors after reviewing/advising home/property owners as to the most cost-effective renovation package.
- 4) Prepare/review schedule of values for construction payment draws.
- 5) Monitor/inspect rehabilitation projects for compliance with workmanship standards, specifications, adherence to code, property rehabilitation standards, contract conditions, and progress payment disbursement.
- 6) Approve contractor progress and final payment requests.
- 7) Apprise home/property owner of project progress and explain the different phases of construction and project timeline.
- 8) Assist in resolving any conflicts between home/property owner and contractor.
- 9) Consult with the City of Danville Real Estate Division Assessor to maximize appreciation values related to work to be performed.
- 10) Assist with the coordination of the Landlord Training Program in collaboration with the City of Danville Department of Community Development.
- 11) Work with Danville Community College to support the integration of workforce training program services (including Project Rebuild) into housing rehabilitation jobs.
- 12) Provide information regarding the Home Repair and Property Improvement Program, general housing rehabilitation and preventative home maintenance, Danville Utilities rebate and other programs to the public.
- 13) All other tasks as assigned

Requirements:

- 1) Degree in Construction Management or a related field; or a related combination of training and experience.
- 2) Proven experience working with federal, state and city building codes, ordinances, and administrative orders applicable to building and construction trades
- 3) Proven background in rehabilitation labor, material costs, and construction methods
- 4) Experience with Federal and State affordable housing programs preferred
- 5) Proficiency in, or ability to learn quickly, project scope and cost estimating software (such as Housing Developer Pro)
- 6) Proven ability to work and communicate well with homeowners, community residents, government staff and officials, and construction and non-construction professionals
- 7) Proficiency in Microsoft Office Suite
- 8) Virginia DPOR home improvement or related construction license preferred
- 9) Driver's license and vehicle

Although the position will remain open until filled, review of applications will begin August 31, 2021 and interviews scheduled immediately thereafter.

To apply, please send your resume to Recruiting@DanvilleNDC.org. Cover letter is preferred but not required. You may direct questions to the same email address.

**You will receive an email acknowledging receipt within 48 hours.
*Equal Opportunity Employer***