



Home Repair Construction Manager

October 2024

Capital Access, Inc. welcomes qualified construction professionals to apply for the Home Repair Construction Manager position to support our growing Home Improvement and Energy Retrofit business in the Delaware Valley of Southeastern Pennsylvania. Please see www.capitalaccessinc.com for more details on Capital Access qualifications. The ideal candidate embraces our core values to be:

- Proactive
- Discerning
- Integrity-Driven
- Collaborative
- Innovative
- Kind
- Accountable

Capital Access provides production and construction management services for home repair programs in Southeastern Pennsylvania that will serve 500 low-income homeowners over the next two years. We deploy our Capital Access, Project, Grants and Expenditure Management System (CAPGEMS) platform to manage coordination, communication and collaboration among homeowners, contractors, managers, and public subsidy funders.

Job Responsibilities

The Construction Manager coordinates all aspects of construction planning, oversight, and quality control among general contractors (GC), homeowners, and program management staff. The Construction Manager serves as the relationship manager to a group of pre-approved GCs to help them successfully manage several projects concurrently.

- Serves as Lead for construction planning, oversight, and quality control.
- Maintain construction cost estimating data, systems & reports
- Reviews Housing Inspection Reports from DocuSketch and Generates construction scopes of work, specifications, budgets and bid packages using Xactimate.
- Finalizes scopes & budgets with third party inspection reports & costs
- Manage Housing Inspectors & general construction project needs using CAPGEMS tools and other systems
- Manages warranty & safety requirements
- Trains and manages housing inspection and construction program quality control
- Follows and supports updates to policy and procedure needs for preconstruction, construction and closeout audits
- Supports Housing Inspector on-site progress inspections to ensure construction is completed on time, on budget, and according to quality standards.
- Leads the contractor prequalification and bidding processes, which may include preparation of bid package within the CAPGEMS platform, pre-bid walkthrough, review of bids, and recommendations for contract awards.
- Coordinates with Program Manager, GC and homeowner to assemble the data and approvals necessary to execute the funding agreement and construction contract and satisfy requirements for Notice to Start Construction checklist.
- Manages the coordination of resolution of punch list items, review of warranties or warranty complaints filed by owners with GC

Helping communities heal and thrive.

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Required Skills and Experience

- Apply professionalism, and persistence to help homeowners and contractors during the home improvement process so work is completed on time and on budget.
- Deep understanding of residential home improvement and energy retrofit processes and the willingness to learn and follow program procedures.
- Must be eager to be trained in CAPGEMS, which will serve as the construction platform for communication, coordination, tracking, and documentation.
- Takes joy in the art and science of construction and the ability to follow a compliance checklist to ensure all necessary project requirements are being met.
- Proficient in Microsoft Office tools and eager to learn new software programs.
- Candidates must have a valid driver's license and vehicle to travel to project sites.
- Minimum 2 Years of Experience in Construction.
- Xactimate and DocuSketch software familiarity a plus.
- Experience with Energy Efficiency Auditing and Blower Door Testing a plus.

Employment Terms

- This is a remote position that may require travel within the Delaware Valley of SE PA.
 - This is an Exempt, At-Will professional full-time employee position.
 - Compensation is set to align with experience and expertise with performance bonuses.
- Capital Access welcomes candidates with the above qualifications, skills, and experience to apply. Bilingual candidates are encouraged to submit qualifications. Please email resume, two references, and letter of interest to recruitment@capitalaccessinc.com.

All duties and responsibilities listed are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.

Hiring is contingent upon satisfactory results of employment and background verification. This job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the business and requirement of the job change. Capital Access reserves the option to request more information as needed.

Capital Access is an Equal Opportunity Employer. Candidates will be considered regardless of race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (beyond what is required for successful job performance), membership or non-membership in an employee organization, or any other non-merit factor.

THANK YOU FOR YOUR INTEREST IN CAPITAL ACCESS!

