

# MountainHeart

## Job Description

**Job Title:** Construction/Maintenance Coordinator  
**Department:** Administration  
**Reports To:** Chief Executive Officer  
**FLSA Status:** Non-Exempt  
**OSHA Category:** Category 1

**Summary:** Responsible for estimating the materials and labor necessary to complete the renovation, remodeling, and/or construction of residential and commercial buildings to afford a safe and healthy environment. Provide supervision for on-site maintenance and construction projects.

### Essential Duties and Responsibilities:

- Familiar with requirements of Southern West Virginia building code
- Ability to manage construction projects within contractual time frames
- Ability to estimate costs for possible building contracts.
- Documented ability to effectively use construction transit.
- Enforce rental and lease agreements.
- Construction, repair, and maintain of MountainHeart work sites.
- Ability to provide contract work through MountainHeart:
  - Renovations
  - New Construction
  - Remodel
  - Code Correction
- Other duties as assigned

### Supervisory Responsibilities:

This position does have any supervisory responsibilities.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Excellent computer skills and ability to use construction equipment with the ability to complete work within timeframes and per OSHA requirements. Attendance and dependability is essential for success.

### Education, Certifications and/or Experience:

This position requires a high school diploma or equivalent with building trade endorsements/certification, requires 5 years documented experience within industry or 2 years' experience with West Virginia contractor licensure. Preference will be given to individuals with license in electrical, plumbing, H-VAC or other licensure related to the construction industry.

Must have valid driver's license and clear criminal background as it pertains to the positions. ASP/CPS check and be bondable.

August 1, 2018

ALL PERSONNEL ARE AT WILL EMPLOYEES

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**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from, clients, customers, and the general public.

Knowledge of the structure and content of the mathematics and English language including the meaning and spelling of words, rules of composition, and grammar.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk, in addition to any other physical demands as required in the construction industry. The employee may occasionally lift and/or move up to 75 pounds.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment can be loud due to power tools/equipment.

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Employee Signature

Date

August 1, 2018

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