



United Way of Long Island

Job Description

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of management.

FUNCTIONAL JOB TITLE: Project Manager

DEPARTMENT: Housing

REPORTS TO: SVP Housing

FOR HUMAN RESOURCES ONLY

FLSA EXEMPT: Exempt

DATE:

AUTHORIZED BY:

Position Objective:

The Project Manager is responsible for the daily management and program deliverables required to successfully deploy the grant programs and housing projects within the division of housing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions unless this causes undue hardship to the organization.

Essential Functions:

- Work closely with SVP Housing to effectively manage and provide housing project and grant program deliverables.
- Grant projects include, but are not limited to, HUD HOPWA, HUD Older Adult Modification Program, NYSEDA Community Energy Engagement Partner as well as any County or Municipal programs/projects.
- Maintain project management systems, including but not limited to, BuilderTrend, SmartSheet, HUD MIS system as well as UWLI Universal Client intake system.
- Manage budgets and reporting requirements of grants and program deliverables.
- Assist in the implementation of any Vocational and Workforce Development programs.
- Manage volunteer housing projects and coordinate worksite activities.
- Maintains accurate inventory of all materials used on job sites and assigned tools and machinery, reporting discrepancies to supervisor.

- Inspect work in progress to ensure that workmanship conforms to specification and the adherence to construction schedules and compliance with program standards.
- Provide pre-construction, construction, and post construction management of projects
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
- Utilize online project management portals and software to manage project resources and timelines.
- Attend regularly, United Way and Housing Division staff meetings, trainings and events.
- Provide support for administrative assistant as needed.
- *May be assigned other tasks and duties reasonably related to their job responsibilities.*

Educational Requirements:

- Bachelor's Degree
- Associates degree with related experience and PMP designation (Project Management Professional)

Skills and/or Experience Required:

- Microsoft Office, mobile worksite computing, and social media platforms
- Five years' minimum overall construction experience with hands on construction related skills.
- Proficiency in High Performance homebuilding, energy retrofit and renewable energy technologies, and working knowledge of construction documents, construction administration, and contractor/sub-contractor relations.
- Knowledge of basic building codes for New York.
- Residential and multifamily housing experience
- Safe operation of ALL homebuilding tools, both power and hand.
- OSHA 10 certificate.
- Team Orientated.

Communication Skills:

- Excellent public speaking, listening and written communication skills.
- Ability to establish a rapport and relate sensitively to a multiracial and multicultural group of young people and adults.
- Proficiency in digital communication and social media.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate interest and percentages. Experience in construction math.

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 walk and talk or hear. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and climb, stoop, kneel, crouch, or crawl. The employee is occasionally required to stand and sit. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing 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 exposed to inside/outside weather conditions. The employee is occasionally exposed to moving mechanical parts; risk of electrical shock; fumes, odors or airborne particles; vibration; and work in potentially unsafe areas, such as places or buildings subject to higher rates of crime.

This is a full-time regular non-exempt position with benefits. Hours are Monday-Friday 8:30am-4:30 pm and some evenings and weekend hours may be required for United Way of LI related functions.

Driving Abilities

This position requires a valid, clean NYS driver's license. Experience with the operation and set up of a contractor's box truck and non-CDL vehicles is preferred.

Contact:

Submit cover letter and resume to Rick Wertheim, SVP, Housing and Green Initiatives at: rwertheim@unitedwayli.org

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