



JOB DESCRIPTION

IMAGINE WHAT LIBERIA CAN BE.™

ECOHOMESLIBERIA

Construction Manager

ECOHOMESLIBERIA seeks to become the market leader in the development of affordable, sustainable and sought-after residential housing in the Republic of Liberia. Our housing estates will be characterized by high standards of planning, construction, infrastructure and social services. Developing a management team that is committed to integrity, quality, customer-satisfaction, and safety is key to our ability to achieve our goals and deliver on our promise to Liberia.

We are currently seeking a Construction Manager to oversee the implementation of the next construction phase of its Ecovillage Shieffelin community in Margibi County. This phase will involve construction of additional residential homes, roadways, drainage works, a multipurpose commercial building as well as the installation of related systems and utilities, such as water and energy.

The successful candidate will work within a team of dedicated individuals, towards Ecohomes objectives of quality, affordability, and value driving all activities. The Construction Manager performs the construction supervision duties and has overall accountability in the achievement of both functional goals and project success. Candidates must have previously demonstrated abilities in planning, subcontractor selection, cost management, operations and field supervision of crews and a high degree of knowledge regarding home construction (preferably with experience using alternative building materials) and construction related trades. Above all else, the highest standards of professionalism are required.

This position will report directly to the Ecohomes Liberia Owners. The construction manager will manage and direct other personnel, which may include the wood shop supervisor, site engineer, crew leaders (masonry, site helpers, site carpenters), and the inventory controller positions.

c/o DEVIN CORP 12 BROAD STREET MONROVIA LIBERIA

WWW.ECOHOMESLIBERIA.COM

Duties

- Provide comprehensive day-to-day field supervision at the site. Ensure all construction is being performed to quality standards in compliance with design specifications, drawings, budget and schedule
- Interpret and explain plans and contract terms to involved staff and contractors
- Co-ordinate and optimize the arrangement of daily activities tasked to the construction crews and external subcontractors to minimize lost productivity time
- Assist with preparing request for proposals for public tender of services and statement of work documents. Also contribute to contracts, change orders, material and services purchase orders for approval by Owner. Assess and where appropriate make recommendations on contractor requests for extension of time, claims for additional payment, and contractual disputes
- Review quotes, material requests, procured items, deliveries and on-site production to validate accurate fulfillment and quality control
- Certify invoices submitted by suppliers and contractors and recommend for payment by Owners
- Perform inspections at completion of each construction phase, and sign-off on quality of workmanship along with crew leaders and external subcontractors
- Determine and recommend labor force, materials, and equipment requirements
- Build and update project schedules. Responsible for ensuring completion of activities according to schedule. Expedite and co-ordinate any delayed or potentially delayed activities. Maintain regular estimates of the cost-to-completion and time-to-completion for each task
- Co-ordinate, administer and lead weekly progress meetings with Owner/general manager, site engineer, crew leaders and subcontractors
- Completion of computer-based weekly and/or daily reports, project log and documentation files.
- Enforce and promote site safety and project procedures and proper use of equipment
- Advise Owners on any recommendations for improvement to practices regarding health and safety, construction approach and quality control plans. Recommend measures to enhance improvement or efficiency opportunities that may arise
- Identify risk and opportunity in all aspects of construction management, and implement mitigation measures where risks are appreciable
- Conduct ongoing meetings with field staff to remain informed of project work and facilitate resolution of presented or developing issues
- Provide on-the-job training for staff in carrying out construction supervision including contract administration, quality control, construction and monitoring and evaluation, and other relevant activities

Desired Skills & Experience

In addition to demonstrating the ability and knowledge to perform the duties described above, the candidate shall have the following skills

- Minimum 3 years direct Project Manager/Construction Manager experience in residential/commercial construction is required.
- Minimum 7 years experience in residential/commercial construction or inspection is required. A mix of contractor and consultant work is desirable
- Knowledge of site development and residential construction techniques, permitting, and inspections. Working knowledge of applicable building, sanitary, and electrical code standards
- Ability to inspire and lead project teams
- Engineering/Architectural degree desirable. Alternatively, an inspection diploma or another related construction trade diploma
- Strong organization and management skills
- Effective interpersonal skills and working cooperatively and effectively within a team
- Ability to handle multiple tasks and coordination of work crews concurrently
- Experience or awareness of alternative building construction and building with local materials a major plus
- Proficiency with producing and managing monthly operational expense reports and projections.
- Strong computer and communication skills. Desired computer software experience includes email and Microsoft Office

Reports to:

This position will report directly to the Ecohomes Liberia Chief Executive Office (Owner).

The construction manager will manage and supervise the wood shop supervisor, crew leaders (masonry, site helpers, site carpenters), and the inventory controller positions.

Compensation:

Competitive salary commensurate with experience

Location and Working Hours

c/o DEVIN CORP 12 BROAD STREET MONROVIA LIBERIA

WWW.ECOHOMESLIBERIA.COM

Construction site in Shieffelin village, Margibi county, 45 minutes south of Monrovia, Liberia

This position may also require some limited travel within Liberia.

Work will be expected to be primarily performed onsite at the construction location, 8am-5pm, 6 days a week (Monday-Saturday). Transportation to and from the site will not be provided, although onsite housing accommodations can be made available.

Application

Please apply with a cover letter and resume in an email clearly stating the “Ecohomes Construction Manager” in the subject heading to isabelle@ecohomesliberia.com by March 5th, 2013. Applicants must demonstrate within the content of their application that they meet the above criteria in order to be given further consideration as candidates. Please include a summary of duties performed for each prior job.

Applicants should retain for their records copies of all enclosures which accompany their applications. Late applications may be considered at Ecohomes’ sole discretion.

All applicants are thanked for their interest, but only shortlisted candidates will be contacted. The award of a position under is subject to the discretion of the project Owner. Any questions regarding this position should be directed to isabelle@ecohomesliberia.com

APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENT PERMITS ALLOWING WORK IN LIBERIA.