**Job Description**

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| **Title:** Mobilization Coordinator | **Employment Status:** Full time |
| **Department:** Construction | **FLSA Status:** Non-Exempt |
| **Reports to:** Construction Manager | **Approval Date:** DRAFT |

**Description:** The Mobilization Coordinator is responsible for all aspects of project mobilization – from planning through floor deck for new construction and planning through tear-out for rehab projects

**Essential Functions:**

* Work with construction manager to take sites from acquisition through demo/foundation
	+ Prepare building permit applications and apply for all permits
		- Rehabs
			* Coordinate with utilities to open accounts and connect power, water and gas
			* Schedule and oversee hazardous material testing and abatement
			* Secure site upon acquisition
			* Clean-out site as needed
			* Supervise volunteers for site tear-out, demo, and initial framing needs
			* Coordinate with key volunteers to create floorplans
			* Prepare all required documentation and apply for all necessary building permits
			* Stage site to be prepared to transition to construction in progress phase
		- New Construction
			* Schedule, coordinate and oversee subcontractors for site prep and excavation, foundation and backfill
			* Supervise site, including management of volunteers, for floor deck framing
			* Prepare all required documentation and apply for all necessary building permits
			* Stage site to be prepared to transition to construction in progress phase
	+ Various other tasks as assigned by Construction Manager

**KNOWLEDGE, SKILLS, ABILITIES:**

* High School degree or equivalent;
* 3 years experience in construction or project management (or similar) required;
* Experience working with contractors required;
* Experience working with volunteers required;
* Excellent interpersonal and cross-cultural skills to effectively work with a broad range of people;
* Ability to work to a schedule;
* Excellent organizational skills;
* Excellent communication skills
* Strong computer and smart device skills and knowledge of Microsoft Office.

**TRAVEL:**

Frequent local travel in Buffalo area is required; National training opportunities are possible.