

## **Fairhill General Contractor**

### **Summary**

The Fairhill General Contractor is a managerial position that reports to the Deputy Executive Director. The Fairhill General Contractor may supervise staff and/or volunteers and is expected to make a personal 'hands on' contribution to the productivity of the redevelopment of Fairhill Center. The Fairhill General Contractor has lead responsibility for development, implementation, supervision and evaluation of all activities and services related to the redevelopment of buildings on Fairhill Center campus. The holder of this level position interacts with all of Fairhill's Campus Leaders and may be considered part of the Fairhill Center senior staff.

This position will last the duration of the redevelopment phase of out buildings on Fairhill Center campus.

### **Responsibilities**

- Assists in obtaining quotes, liaising with building professionals, coordinating project activities, researching techniques and sources of supplies, contacting necessary permits;
- Follows the advice of Fairhill Center Property Developers before, during and after the construction and redevelopment phase of buildings on Fairhill Center campus;
- Hires, manages, supervises all sub-contractors engaged in the process of redevelopment of buildings on Fairhill Center campus;
- Works in conjunction with Architects and Planners to ascertain progress of redevelopment of buildings on Fairhill Center campus;
- Works collaboratively with all other Fairhill Center program, technical and administrative staff to help advance Fairhill's mission;
- Effectively represents the Executive Director and Fairhill Center in order to promote programs, property services and fund-development efforts;
- Demonstrates accountability for achievement of specific objectives and/or tasks related to the Fairhill Strategic Plan;
- Assumes responsibility for other specific projects, as assigned.

### **Qualifications**

- Bachelors Degree or equivalent experience in area of expertise in management and/or General Contracting; Project Management experience a plus;
- Experience working with all levels of management; experience working with intergenerational populations is highly desirable;
- Excellent verbal and written communication skills as well as excellent organizational and multi-tasking skills in a high energy, challenging environment;
- Superior interpersonal attributes; ability to get along with diverse personalities, tactful, mature, resourceful and flexible;
- Computer proficiency in word processing, spreadsheet, database and internet.