



Ouachita Hills Ministries, Inc.

A Seventh-day Adventist Supporting Institution

Job Title	Construction Manager
Department	Construction Services
Position Status	Full Time
Available	Upon selection of qualified candidate
Job Summary	<p>The Construction Manager provides direction to people (students, staff, contractors or volunteers) working on construction or maintenance projects. It is expected that construction manager will also perform construction or maintenance work depending on the need.</p> <p>Construction manager will ensure that the construction work is completed according to specifications, on time, within budget, and following safety codes.</p> <p>Will perform other school operational duties as announced in the school monthly calendar.</p>
Duties and Responsibilities	<ul style="list-style-type: none">• Working with school leadership to determine priorities• Prepares schedule and assigns work to students and staff assigned to work in construction• Trains construction personnel (students and staff)• Ensures that set construction standards are followed• Provides direction to contractors• Formulates construction and maintenance plans• Ensures that safety standards are followed• Determines work methods that result to improve efficiency and productivity at the work site• Supervises efficient and economical completion of the project• Ensures that the reports, records, timesheets and invoices are approved
Desirable Qualifications	<ul style="list-style-type: none">• Minimum BS degree in construction project management or diploma in construction management.• Ability to take on underperforming teams or at-risk projects and get them on track by implementing strict cost

<p>Posted</p> <p>Application Procedure</p>	<p>control, directing information flow, and demanding accountability</p> <ul style="list-style-type: none"> • Capable of building and aligning teams, motivating employees and obtaining top performance • Experience with structural, architectural, mechanical, and electrical system, thoroughly familiar with piping, instrumentation and the commissioning of building's mechanical systems. <p>Some additional skills required to do this job are:</p> <ol style="list-style-type: none"> a. <i>Time Management</i> – Managing one's own time and the time of others b. <i>Problem Sensitivity</i> – The ability to tell when something is wrong or is likely to go wrong. It may involve solving the problem as well c. <i>Information Ordering</i> – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations). d. <i>Manual Dexterity</i> – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate or assemble objects. e. <i>Multilimb Coordination</i> – The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg or one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion. f. <i>Near Vision</i> – The ability to see details at close range (within a few feet of the observer). g. <i>Arm-Hand Steadiness</i> – The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position. <p>February 16, 2016</p> <p>Interested individuals must submit an official application to: Magda Rodriguez, President Ouachita Hills College 46 Madison Way Amity, AR, 71921</p> <p>Telephone: 870.342-6210 x223 Email: info@ohc.org</p> <p>You may also apply using our online application.</p>
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