



JOB TITLE: Construction Site Manager

REPORTS TO: Executive Director

LOCATION: Primo Tapia, Mexico

SUMMARY OF ROLE

The Construction Site Manager will be responsible for the planning and execution of all CDL Building Projects. He/she will manage and lead a local Mexican construction team as well as volunteer construction teams from Canada and the USA.

Full Time: 40 hours/week

Rate: *The salary of this position, after being determined based on education and work-related experience, is funded through Ministry Partner Development, which is made possible in two ways. First by personal support from family, friends, and acquaintances of the staff member. Second through the general budget of the Casa de Luz Ministries.*

DUTIES AND RESPONSIBILITIES

- Day to day management of building sites, ensuring that the project is brought to a successful completion.
- Oversee Mexican and volunteer construction crews.
- Liaison with the Executive Director as required.
- Carry out toolbox and safety briefings with the construction staff and volunteers.
- Plan and efficiently organize the site facilities and logistics, ensuring all equipment on site is safe and only operated by appropriately trained staff or volunteers.
- Requisition all materials and oversee the deliveries to ensure they are done so in adequate time and in line with the construction schedule.
- Ensure workmanship and material standards are achieved using Canadian specifications and building regulations.
- Create and maintain good relations with missions' teams as well as any other stakeholders.

The above list is not exhaustive, and the successful applicant may be required to take on other duties and responsibilities for the effective and efficient performance of this role