

**Job Title:** Deconstruction Project Developer

**Department:** Deconstruction Services

**Reports to:** Executive Director and Deconstruction Program Manager

**Collaborates with:** Executive Director, Deconstruction Program Manager, CFO, Team Leaders, Truckers, Warehouse Managers, and Inventory Specialists.

**Job Purpose:** Oversee and develop Deconstruction Services projects. Publicly promote and advance the department's sustainable efforts and goals. Ensure budget and operating goals are achieved. Provide leadership for the entire department and promote a safe, healthy, productive, cohesive, positive and resilient workplace.

**Primary Responsibilities and Duties:**

- Answer phone and email, and respond to inquiries and requests for Deconstruction Services.
- Visit sites to collect information and communicate with potential deconstruction clients.
- Estimate project costs.
- Coordinate third party donation appraisals.
- Prepare and provide Deconstruction Services proposals.
- Establish project plans by determining time frame, budget, and staffing needs.
- Work in close coordination with the Deconstruction Program Manager and Deconstruction Team Leaders to identify issues, address challenges, develop plans and implement changes using a team approach.
- Maintain deconstruction schedule (Gantt Chart).
- Collaborate with Deconstruction Program Manager and Deconstruction Team Leaders to determine job schedule and staff member assignments to projects.
- Establish and achieve financial objectives by preparing project budget, scheduling, approving expenditures, initiating corrective actions and change orders.
- Be aware of job site hazards. Obtain environmental hazard reports. Provide reports to Deconstruction Program Manager and Deconstruction Team Leaders.
- Maintain clear communication with clients, Deconstruction staff and other parties involved.
- Maintain project job results by giving verbal and written scope of work and appraising job results with feedback and recognition to Deconstruction Team leaders.
- Maintain project database and records by keeping orderly project and admin files including tracking project development activity and success.
- Assist Administrative Coordinator with finalizing donation receipts.
- Coordinate deconstruction agreement execution and accept contract deposits or payments and work with the CFO if any collections need to be expedited.
- Maintain and promote the professionalism of Deconstruction Services; including compliance with federal and state regulations and coordination with government regulatory agencies.
- Meet weekly or as needed with the Deconstruction Program Manager and Executive Director for updates on department needs and for reporting on all active projects and potential clients.



- Collaborate and practice good communication with entire Deconstruction Services department, as well as the overall organization. Participate in department meetings and other meetings as assigned.
- Promote and maintain clear communication channels among The Re-use Hawai'i Warehouse and Deconstruction Services.
- Manage some pre-project preparations and logistics such as hazardous material reports, permits and all other related tasks in collaboration with the Deconstruction Program Manager and Team Leaders.
- Monitor public works and large private projects and pursue opportunities when reusable building materials are present.
- Outreach to contractors, building managers, and other community members to inform them of our services and to see if they have projects we can help with.
- On a weekly bases, mail letters and brochures to properties where demolition permits have been issued.
- Build and maintain good relationships with contractors, clients, community members, and other key players in the industry.
- Participate in the leadership and vision to the entire Deconstruction Services program. Help develop and direct the implementation of strategic and/or operational plans, projects, and systems to achieve the department's mission fulfillment and financial goals.
- Complete all related tasks and duties within the role as needed to achieve the mission and goals of Re-use Hawai'i.
- Maintain high ethical standards of the organization. (Be self governing, do good, do no harm, be fair and just, be faithful to your responsibilities, be truthful.)

**Qualifications:**

- A thorough understanding and knowledge of construction methods, practices, rules and regulations.
- College-level training in business management or equivalent life experience in staff development and management, fiscal management, and customer relations.
- Proficiency in word processing and spreadsheets applications.
- Ability to manage all aspects of a medium-sized department, including personnel, strategic planning, budgeting, administrative requirements, etc.
- Excellent organizational skills.
- Demonstrated ability to meet deadlines.
- Excellent customer service skills.
- Demonstrate sincere enthusiasm for diverting C&D waste for reuse to benefit the environment & community.
- Valid driver's license and excellent driving record.
- Ability to work effectively with a wide range of individuals from diverse backgrounds.
- Grounded in, and awareness of local culture.
- Excellent oral and written communication skills.
- Commitment to sustainable practices and community.
- Demonstrate grace and humor under pressure.
- Enjoy working outdoors in all weather.

- Remain flexible to customers schedule as they may need to meet in the early morning, evening or weekend.
- Ability to effectively multitask.
- Possess good critical thinking and problem-solving skills, and the ability to make well thought-out, logical decisions.

**Expectations:**

- The successful candidate will demonstrate strong skills in positive communication, negotiation, problem-solving, customer service, making timely and informed decisions, record keeping, computer skills and strong people skills.
- Demonstrate an understanding of the importance of positive people relations and team building.
- Possess an understanding of the dynamics involved in a social enterprise/public benefit non-profit model.
- When faced with challenges, s/he will see opportunities.
- Since this position requires a lot of training and takes a lot of time to establish proficiency and community connections, we ask that applicants are interested and available to commit for a minimum of **two years** of employment in the Project Developer role.

**Position highlights:**

- Forge a new industry and help the community be more sustainable.
- Facilitate the creation of a tremendous community resource by providing an alternative to conventional demolition.
- Visit with diverse homeowners, contractors, and architects.
- Work with a fun, dynamic, committed team.
- Work locations are varied with the opportunity to explore Oahu and sometimes neighbor islands.
- Work in a well equipped, comfortable office.

**Schedule:**

7am-4pm, Monday- Friday

**Compensation and Resources:**

Annual Salary of \$45,000 (paychecks weekly)

Performance based bonus

Paid time-off

Health, dental, vision insurance after four weeks of employment (UHA600 Plan)

Designated pick up truck

Material credit at Re-use Hawai'i

**To apply:** Please submit your resume with a cover letter to Quinn Vittum, Executive Director, [quinn@reusehawaii.org](mailto:quinn@reusehawaii.org). In your cover letter please tell us what intrigues you about the position and explain how you feel connected to Re-use Hawai'i's mission of waste reduction and community impact.