

## **GENERAL CONTRACTOR**

(This position is a contract position with no benefits.)

This is a contract position. The General Contractor reports to the President & CEO of Healthy Smart Homes, Inc.,

### **Duties of a General Contractor**

- Visit the site of the project and from then assess the location for cost materials, equipment, labor, the amount of time the project will be finished and many other factors that will affect the success of a certain project.
- Has to be on the site every day of the operation.
- Present estimates and studies to the owner.
- Work with involved parties in the project and keep all communications open for better operations.
- Responsible for seeing that agreements in the contract are being followed.
- Usually, general contractors can be the engineers of the project and they should always work hand in hand with the architect in charge.
- Coordinate with specialty contractors. Most times this general contractor is the one responsible for hiring individuals and different departments for building the projects. Different departments include the plumbing works, carpentry and many others.
- General Contractors are responsible in resolving issues within the construction.
- Responsible in obtaining permits, inspections and seeing to it that regulations are being followed.

### **Requirements of a General Contractor**

- Licensed and bonded General Contractor with five to ten years of housing and building experience. LEED and Green Certified. General Contractors are required to demonstrate the ability to supervise and/or conduct renovations and retrofitting of housing and houses of worship based on environmental and energy audits.
- Ability to conduct environmental audits and identify environmental toxins that impact the lives of families and children
- Ability to supervise workers and/or conduct the clean-up of environmental toxins from homes and house of worship
- Work with Executive Assistant and Office Manager to ensure all legal paperwork, licenses, bonding, etc. is filed with local, state and federal government as required by law.
- Assist with identifying in-kind donations from building and trades environment to renovate and retrofit homes and houses of worship.
- Other duties as assigned and required to complete the renovation and retrofitting of homes and houses of worship

Healthy Smart Homes, Inc., is an EOE. If you meet the qualifications and are interested in the non-benefit part-time contract position, please send an email to: [healthysmarthomes@yahoo.com](mailto:healthysmarthomes@yahoo.com). Salary based on experience. No phone calls please.