

GENERAL CONTRACTOR - JOB DESCRIPTION, QUALIFICATIONS AND RESPONSIBILITIES

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Grace Christian Academy

Grace Christian Academy is a private Christian school located in Grand Rapids, Michigan. Established in 2021, GCA has a rich heritage of Christian Education tracing its roots back to Hastings Street Christian School of 1908, one of the earliest Protestant Christian schools founded in Grand Rapids. GCA adheres to Core Beliefs and a Confessional Heritage, both of which are firmly anchored in Holy Scripture and expressed in the Three Forms of Unity: The Heidelberg Catechism, The Belgic Confession of Faith and the Canons of Dordt. Currently owned and governed by a Board of Directors from the Heritage Reformed Congregation of Grand Rapids, GCA serves families from multiple area churches, which constitute the Grace Christian Academy Association.

The mission of Grace Christian Academy is to be an instrument used by God for His glory through a Christ centered education that integrates the truths of Scripture into all disciplines and immerses children and young people in the study of God's precious Word and the wonders of His creation. The necessity of a personal relationship with God through His son, Jesus Christ, by Spirit-worked saving faith is most important. In addition, the development of the whole person is encouraged so that students recognize, develop, and use their unique God-given gifts to cheerfully and wholeheartedly worship and praise the Triune God, serve the family, the church, and one another, and be discerning and responsible citizens in their communities.

Position Summary

Grace Christian Academy (GCA) is actively seeking a dedicated and experienced General Contractor to lead our upcoming expansion project, aligning with our mission to provide high-quality education within our community. The ideal candidate will be in good standing within the GCA community and fully committed to our mission. As a key liaison between GCA and the project, the General Contractor must possess strong communication, organizational, and leadership skills.

At Grace Christian Academy (GCA), our commitment to community is at the core of our values. As we embark on this significant expansion project, we are actively seeking a

General Contractor from within our own community who shares our dedication to the GCA mission. While we welcome applications from skilled and qualified candidates, our historical success in managing projects with local resources has demonstrated the unique strengths and talents present within our community. By selecting a General Contractor from our own community, we not only reinforce our collaborative spirit but also leverage the collective knowledge and commitment that comes with a shared sense of purpose. This approach not only aligns with our community-driven mindset but also presents an opportunity for cost savings by harnessing local expertise. We believe that entrusting this responsibility to one of our own will not only foster a deeper connection but will also contribute to the successful realization of our expansion goals.

Job Responsibilities

1. **Project Oversight:** Manage all aspects of the expansion project, ensuring alignment with GCA's mission and community values.
2. **Budget Management:** Develop and oversee the project budget, regularly reviewing and analyzing expenditures to ensure adherence.
3. **On-Site Presence:** Be on-site 40 hours per week or as needed for the duration of the project (approximately 1 year), actively overseeing construction activities.
4. **Team Assembly:** Assemble and lead a team of experienced sub-contractors, fostering a collaborative and efficient working environment.
5. **Communication and Leadership:** Hold bi-weekly progress meetings with school officials, demonstrating strong leadership and effective communication.
6. **Timeline Adherence:** Create and maintain a project timeline, overseeing each phase to ensure timely completion.
7. **Safety and Quality Assurance:** Adhere to all safety requirements and quality standards throughout the construction process.
8. **Problem Solving:** Proactively identify and address any issues that may arise during the construction process.

Personal and Professional Qualifications

1. **Mission Dedication:** Must be dedicated to the GCA mission.
2. **Project Management Skills:** Possess strong communication, organizational, and leadership skills.
3. **Experience:** Minimum of 10 years of experience with a proven track record of managing projects of similar size and scope.
4. **Time Management:** Demonstrate good time management skills, creating schedules and monitoring the attendance of the construction crew.
5. **License and Certifications:** Possess valid contractor licenses and certifications required by local authorities.
6. **Communication Skills:** Excellent verbal and written communication skills to facilitate effective collaboration with diverse stakeholders.
7. **Adaptability:** Ability to identify and solve complex construction-related problems and to adapt to changing project requirements and unforeseen challenges when necessary.