



• SOUTH SUBURBAN •
LAND BANK

South Suburban Land Bank and Development Authority - JOB POSTING

POSITION: Construction Manager, South Suburban Land Bank and Development Authority

JOB CLASS: Manager

COMPENSATION: \$75,000, full benefits

POSITION OVERVIEW: The South Suburban Land Bank and Development Authority (Land Bank) is Illinois' oldest and fastest growing land bank. The Land Bank continues to grow a consistent pipeline of property redevelopment while supporting nascent large-scale community and economic development projects to the benefit of residents and businesses in Chicago's South Suburbs.

We are seeking a qualified and detail-oriented Construction Manager to lead the oversight and execution of rehabilitation, demolition, and construction projects across a growing property portfolio. This high-impact role involves field inspections, scope development, project monitoring, and ensuring compliance with quality standards, permitting, and grant guidelines. The Construction Manager will also help shape project outcomes by guiding contractors, reviewing progress and draw requests, and maintaining alignment with SSLBDA's revitalization goals. The position will work closely with the SSLBDA Property Manager, contractors and consultants, and will report directly to the Program Director to support day-to-day project coordination, decision-making, and documentation.

THE IDEAL CANDIDATE:

- Highly organized and detail-oriented, with the ability to manage multiple active projects across various municipalities
- Experienced in working with contractors, inspectors, and service providers, maintaining a high level of professionalism and responsiveness
- Familiar with the built environment, housing conditions, and community dynamics of Chicago's South Suburban municipalities

- Understands the fundamentals of real estate development, property rehabilitation, and construction project workflows
- Comfortable operating independently in a field-based, flexible work environment while remaining accountable and communicative
- Effective communicator—keeps team members informed, asks questions when needed, and shares insights from the field
- Adaptable and open to taking on evolving responsibilities based on organizational needs
- Comfortable using and learning to use new technology to efficiently keep records and communicate information
- Committed to the values of diversity, equity and inclusion

KEY FUNCTIONS:

- Inspect properties to assess existing conditions and develop detailed scopes of work for rehabilitation projects, including estimated costs and priorities.
- Evaluate contractor qualifications, monitor performance, ensure compliance with scopes, permits, and safety standards, and mediate field-level issues as needed.
- Conduct site inspections, verify completed work, review draw requests, and evaluate change orders for necessity, accuracy, and cost reasonableness.
- Monitor project timelines and budget adherence using standard reporting tools; identify delays or overruns and recommend corrective actions.
- Ensure projects comply with municipal codes, environmental regulations (e.g., EPA RRP), and funding requirements.
- Perform final walkthroughs, verify completion, and gather required documentation such as lien waivers, sworn statements, and occupancy signoffs.
- Coordinate with municipal officials, engineers, and SSLBDA staff to support project planning, procurement, reporting, and grant reimbursement.

DESIRED EXPERIENCE:

- Minimum of 5 years experience in construction inspection, residential/commercial rehabilitation, construction management, or a related field.
- Proven experience drafting scopes of work and evaluating contractor bids or cost proposals.
- Familiarity with municipal building codes, permitting processes, and code enforcement, especially in Cook and Will Counties.
- Demonstrated ability to oversee construction progress, process draw requests and manage project timelines.
- Experience working with or within public agencies, land banks, or community development organizations.
- Knowledge of environmental safety requirements, including EPA RRP compliance and lead-safe work practices.

- Background in energy-efficient building systems or green rehab strategies is a plus.
- Experience collaborating with multidisciplinary teams including property managers, municipal inspectors, architects, and engineers.

TO APPLY:

*Submit Cover Letter and Resume to: michael.lofton@southlanddevelopment.org
by no later than November 26, 2025*