



Construction Mortgage Specialist

Job Classification: Full-Time, Non-Exempt

Reports to: VP/Mortgage Sales Manager

Position Summary

The Construction Mortgage Specialist is responsible for managing the end-to-end financing process for residential construction projects. This includes guiding clients through complex "construction-to-permanent" loans, evaluating builder risk, and overseeing the critical disbursement (draw) process. You will act as the primary liaison between mortgage lender, borrowers, builders, and the bank's internal credit department.

Principal Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. The duties listed below may not include all responsibilities that the person in this role may be asked to perform. May be required to perform other related duties, as assigned, including cross training across other departments, as necessary. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Key Responsibilities

- **Project Evaluation:** Review blueprints, cost estimates, and construction contracts to ensure project viability and adherence to lending limits.
- **Builder Vetting:** Perform due diligence on contractors and builders to mitigate institutional risk.
- **Draw Management:** Coordinate with inspectors authorizing progress payments (draws) as construction milestones are met.
- **Pipeline Management:** Guide the loan from the initial application through the "rollover" phase into a traditional permanent mortgage.
- **Compliance:** Ensure all files meet secondary market standards and internal regulatory requirements (HMDA, TRID, etc.).

Performs other related duties as necessary or as assigned

Complies with federal and state regulations and all established bank policies and procedures.

Education and Experience

- Minimum of 3+ years in mortgage lending, specifically focused on construction products.
- Valid NMLS License preferred

Key Skills and Competencies

- **Industry Knowledge:** Deep understanding of the **Spec building** process, land draws, and lien waivers.
- **Technical Literacy:** Proficiency in mortgage origination software (Encompass) and a solid grasp of \$LTV\$ (Loan-to-Value) and \$LTC\$ (Loan-to-Cost) calculations.
- **Communication:** Ability to explain complex interest-only payment structures during the construction phase to first-time builders.
- Planning and organizational skills
- Interpersonal skills to build and maintain working relationships
- Skilled in conflict resolution

Performance Metrics

- **Pull-through Rate:** Percentage of applications that successfully move to final funding
- **Draw Accuracy:** Precision in matching disbursement amounts to physical project completion
- **Cycle Time:** Speed of moving a project from initial application to the first draw

Training Requirements

All employees are required to attend scheduled mandatory trainings and complete online regulatory compliance training courses applicable to their specific job function. In all situations, employees must ensure that their actions fully comply with all federal banking laws and regulations, including internal bank policies and procedures. Failure to adhere to these requirements will be grounds for disciplinary action, including probation and possible termination.

Attendance

Punctuality and regular attendance should be regarded as essential functions of any position at Texas National Bank.

Community Involvement

Texas National Bank's Mission Statement includes a commitment to helping our communities grow by serving them with pride and integrity. All employees are encouraged to volunteer for bank sponsored activities, civic, charitable and community events and to be active in the communities we serve.

Management reserves the right to change this position description at any time according to business needs.

Our Hiring Philosophy:

Texas National Bank recognizes that the quality of our people is the foundation for our success. Attracting individuals who value a challenging work environment that rewards the contributions of its people is the cornerstone of our hiring philosophy. It is the policy of Texas National Bank to provide equal employment opportunities (EEO) to all persons regardless of age, race, sex, religion, national origin, handicap, marital status, or other attributes not pertinent to the job requirements. This policy reflects our practice of making all employment decisions, from recruitment to promotions, based on an individual's qualifications without discrimination on any basis.