

Construction Manager

Reports to: Executive Director

Direct Reports: Construction Coordinator, Project Coordinator

Full-time, Exempt, Benefit Eligible



Overview: The Construction Manager leads all aspects of the planning, construction, and follow-up of affiliate home building, rehab, and repair programs utilizing staff, volunteers, and materials to produce quality homes in a safe, affordable manner. This position is responsible for ensuring the successful completion of projects in compliance with all applicable building codes, budget, and Habitat for Humanity guidelines.

Responsibilities:

New Build and Rehab Construction

- Develop a construction plan for the year in coordination with affiliate staff and building committee
- Develop house plans in accordance with affiliate policy, create cost estimates, and budget for each project
 - Determine areas of construction needing professional services (i.e. plumbing, electrical, HVAC, etc.)
 - Solicit bids for building materials and professional labor, coordinate ordering of material from in-kind donors with affiliate staff
 - Ensure construction practices comply with local building codes, green building standards, and grant requirements, when required
 - Communicate with Habitat homebuyer for decisions on finishing items where appropriate and in accordance with policy
- Secure all permits and schedule inspections
- Prepare site for construction, arrange for general building site needs (i.e. portable toilet, dumpster, utility connections, etc.)
- Coordinate with affiliate staff to seek out and develop relationships to maximize in-kind support for building material and professional labor donations
- Establish timetable for construction, work with affiliate staff to determine schedule for volunteer activity including number of volunteers needed for each day of construction
- Coordinate and verify the delivery of all material
- Coordinate and monitor subcontractor labor and materials
- Monitor the budget for each house and report concerns to the executive director or building committee
- Provide supervision, training, and support to construction coordinator and volunteer job site supervisors
- Provide training assistance and support to volunteers as needed
- Responsible for the safety and security of the job site, in accordance with OSHA and HFH policies and regulations
 - Maintain job site emergency plan
 - Promptly report any criminal activity to appropriate law enforcement agency and document on agency forms
 - Assure training of volunteers in safety practices
 - Assure that tools and equipment are in proper working order
 - Prepare recommendations for executive director and building committee for tools and equipment needing replacement
 - Seek out opportunities for donations or reduced cost for tools and equipment
- Maintain clean, orderly, and safe work site in coordination with Construction Coordinator
- Responsible for quality control, inspecting each phase of work to determine acceptable quality and that each trade is finished on schedule
 - Obtain Certificate of Occupancy
 - Manage completion of punch list items
 - Conduct final walk-through and provide homeowner education
 - Inspect, approve, and coordinate all follow-up work on house
 - Complete 6-month and 1-year contact with homeowner to assure all punch list items and warranty work have been completed as defined

- Provide additional education to homeowner as identified for maintenance of home

Repair Activity

- Provide overall project support to construction coordinator for affiliate repair program
- Oversee development of work scope, schedule, and budget for each home preservation project
- Consult with affiliate staff to manage equipment and supplies for each project, including confirmation that permits are obtained and inspections are completed when required
- Review bids for construction activity requiring professional labor
- Coordinate with affiliate staff to seek out and develop relationships to maximize in-kind support for building material and professional labor donations

Administration

- Responsible for timely reconciliation of all invoices, returns, and credits related to build activity
- Authorize bills and coordinate payments with affiliate staff
- Coordinate documents as needed for grant reporting
- Staff liaison with the Building Committee
- Attend all Building Committee meetings
- Leader for implementing recommendations and plans from the Building Committee
- Provide progress reports to Building Committee
- Seek out advantageous building practices and material cost saving opportunities and prepare recommendations for Building Committee

Additional Duties

- Maintain order and upkeep of storage trailers and all supplies/tools owned by affiliate
- Monitor condition of all properties and coordinate general maintenance such as mowing and snow removal, seeking in-kind donation of services when available
- Review policies and procedures related to construction activity and recommend changes in accordance with state laws, OSHA safety regulations, HFHI guidelines, and best practices
- General office duties as identified to promote efficiency of office operations
- Participate in recognition events and opportunities for affiliate volunteers, sponsors, and build partners

Required Knowledge and Skills

- Support and endorse the Habitat for Humanity mission
- Adhere to and enforce Habitat for Humanity standards of conduct at job site
- Extensive background in all phases of residential construction
- Must be familiar with and possess the ability to use basic hand and power tools as well as able to instruct others on their effective and safe use
- Organizational skills and experience managing multiple construction projects
- Excellent written, verbal, and interpersonal communication skills
- Strong team leader
- Ability to work with individuals of varying skill levels in a collaborative way
- Demonstrated integrity, organization, and attention to detail
- Working knowledge of computer technology and software necessary to complete work role (ProCore, Microsoft Office and Project)
- Basic math skills to calculate job costs quickly and accurately
- Understand importance of, and maintain confidentiality of homeowner information
- Willing to attend trainings/workshops and participate in webinars as identified in consultation with Executive Director
- Valid driver's license and ability to be insured under affiliate liability insurance to use affiliate vehicles
- Willingness to maintain flexible work schedule necessary to fulfill the responsibilities of this position, including occasional evenings and weekends

- A background check, including criminal records and sex offender registry, required
- Work time is divided between an office environment and a job site environment, including work outside on construction sites with exposure to dirt, dust, dampness, construction debris, possible extreme temperatures, noises, construction material fumes and odors
- Ability to regularly carry 50 pounds

Salary & Time Commitment

Wage: \$65,000 - \$70,000 dependent upon qualifications and experience.

Schedule: Full-time with flexible scheduling (including Saturday) to accommodate construction activity

Benefit eligible – current benefits: Paid Time Off (PTO includes vacation, sick leave, and Holidays), disability and group term life insurance (employer-paid), SIMPLE IRA with employer match (up to 3%), health insurance (50/50 employer/employee premium split), Health Savings and Dependent Care Spending accounts available (employee paid).

This job description creates a general statement of expected duties but is not all inclusive nor does it create a contract. Two Rivers Habitat for Humanity is an Equal Opportunity Employer.

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