



POSITION DESCRIPTION: Construction Manager

DEPARTMENT: Construction

POSITION TYPE: Full-Time/Hourly – Non-Exempt

THIS POSITION IS SUPERVISED BY: Construction Director

JOB TYPE: Full-time

JOB SUMMARY: The Construction Manager is responsible for onsite management and construction of homes from build site preparation through the receipt of the Certificate of Occupancy and final inspection with the future homeowners. The Construction Manager shall ensure quality and safety standards are met. The Construction Manager will work to maximize efficient and effective practices to enable the organization to serve more families in a timely way. The Construction Manager must work well with other members of Habitat staff, construction volunteers, future homeowners, subcontractors, and suppliers and shall represent the Habitat ministry in a professional manner.

PRIMARY RESPONSIBILITIES & DUTIES:

1. Onsite Management and Construction of Habitat Homes
 - Ensures homes are built to meet or exceed Code
 - Coordinate delivery of materials onsite from suppliers and vendors so that subcontractor and volunteer time is effectively utilized and work proceeds without interruption.
 - Coordinate return of surplus material and ensure proper credit received
 - Ensure Habitat tools are maintained and safe for use and onsite for scheduled work days
 - Ensure lots are clean and safe during construction
 - Direct volunteer leaders and volunteers in daily activities
 - Ensure that all volunteers receive appropriate safety training, sign liability waiver and record their work time in coordination with Volunteer Workforce Manager
 - Ensure volunteers receive appropriate skills training in order to build a home within Habitat's quality standards
 - Onsite coordination with subcontractors and monitoring of all subcontractors to ensure their work is completed as contracted and in a timely fashion
 - Ensure quality and safety standards are followed on all jobsites including all work performed by volunteers and subcontractors
 - Ensures adherence to established timelines and budgets always seeking operational improvement

- Executes home production goals established by Construction Director and strategic plan to ensure on-time project completion while managing sponsor involvement
 - Arrange for all required inspections and coordinate correction of any defects reported to ensure the house is completed on schedule
 - Coordinate completion of all warranty work reported within one (1) year of the sale of the home
 - Attend home dedication ceremonies as time allows
2. Relationship with Building Crews
 - Communicate and manage worksite tasks, volunteers, and building crews
 - Establish and maintain a professional and harmonious relationship with volunteers and subcontractors
 - Assignment of daily tasks with volunteer leaders
 - Assist in developing and recruiting volunteer leadership on job site
 3. Relationship with Future Habitat Homeowners
 - Coordinate sweat equity opportunities with Volunteer Manager & Future Habitat Homeowners
 - Onsite management of construction experience with Future Habitat Homeowners
 4. Collaborative Responsibilities & Duties
 - Work with other Habitat team members to advance the Habitat mission
 - Attend and participate in weekly Construction Department review and planning meetings
 - Attend and participate in monthly Habitat staff meetings
 - Attend and participate in Construction Committee meetings
 5. Other duties as assigned.

WORKING CONDITIONS:

- The work hours may vary seasonally, however the primary work hours are 4 week days from 6:30 am to 2:30 pm and Saturday 6:30 am to 2:30 pm with a typical work week consisting of 37.5 hours. At no time should the number of hours worked exceed 40 hours per week without the advanced written permission of the Executive Director.
- Outdoor working environment during a variety of weather conditions, including extreme heat and cold
- Minimal indoor work.
- Exposure to loud noises, fumes, and other various adverse working conditions associated with residential construction building

JOB REQUIREMENTS INCLUDING PHYSICAL REQUIREMENTS:

- Believes in and supports the mission of Habitat for Humanity to provide affordable homeownership opportunities to low income, qualifying applicants
- Experience in construction management including a knowledge of building materials, subcontractor work, job safety requirements, and organizational skills.
- Ability to evaluate completed construction tasks and stages for correctness

- Ability to plan, schedule, prioritize, coordinate, delegate and manage multiple work activities
- Ability to provide motivating leadership to the volunteer managers, construction volunteers, and future homeowners
- Knowledge and understanding of Indiana Residential Building Code
- Knowledge and understanding of IOSHA Regulations
- Knowledge and understanding of basic blueprint reading
- Ability to solve problems, set priorities and make decisions.
- Adaptability to change and flexibility of work priorities
- Strong time management skills
- Proficiency in Microsoft Office including Outlook, Word, Excel and adaptability to use construction scheduling and management software.
- Possess and maintain a valid driver's license
- Strong verbal communication and listening skills
- Strong interpersonal relationship skills with emphasis on ability to work with volunteers.
- Strenuous activity requiring the ability to stand, walk (on level and uneven ground), carry, push, pull, lift 80 lbs., climb and bend for long periods of time, at times greater than 2 hours.
- Visual ability to see colors and recognize defects visually

Please send your resume to Beth Folz at bfolz@evansvillehabitat.org.