

Habitat for Humanity/Rogue Valley
JOB DESCRIPTION

JOB TITLE: Construction Manager

STATUS: Salary, Exempt Full Time

REPORTS TO: Executive Director

POSITION PURPOSE: This position is responsible for the overall construction, repair and rehab programs of Habitat for Humanity Rogue Valley (HFHRV), as the General Contractor for the organization. Supervises and provides leadership for all construction activity, including paid contractors, lead construction carpenter, and volunteers. Insures that a safe construction environment is maintained in accordance with OSHA and HFHRV regulations. The Construction Manager must believe in the mission of Habitat for Humanity, representing HFHRV in a positive manner.

Duties and Responsibilities:

Construction

- Oversee appropriate house designs for all construction projects, lead teams to construct new homes, repair or renovation projects.
- Work with the building committee to develop site and building plans, complete land partitions and infrastructure, secure building permits and easements.
- Responsible for hiring and scheduling all sub-contractor work, recommend the most cost-effective subcontractors. Monitor work quality and completeness of all subcontractors.
- With the Executive Director, work quickly and effectively to eliminate any workplace complaints.
- Responsible to see that all inspections are passed.
- Develop warranty package of information for all aspects of the new house. Include operational manuals, and contact information for installers, and repair.
- Assume responsibility for completion of all punch list items within 30 days of occupancy.
- Organize, and facilitate monthly building committee meetings, reporting on the progress of construction and utilizing expertise of committee members.
- Oversee maintenance, safety and security of all tools, trailers, materials and equipment.
- Insure that all communication with other supervisory personnel is sufficient to allow work to progress logically and efficiently.
- Secure and monitor vacant lots owned by HFHRV.
- Inspect properties and houses prior to purchase and evaluate worthiness to the HFH program.
- Must be willing to put on a tool belt and assist the volunteers as necessary.
- Meets all long and short term goals established by the Executive Director and building committee.

Volunteers

- Trains volunteers, developing volunteer crew leaders.
- Responsible for safety orientation for all volunteers. Must be willing to remove any subcontractors or volunteers that exhibit disregard for appropriate safety measures.
- Identifies volunteer jobs/needs not currently filled and satisfies needs with appropriate volunteers.
- Works with Volunteer Coordinator to prepare for volunteer workers at designated work site.
- Must be willing to work with youth ages 16-24, training and teaching at appropriate levels.
- Coordinate large work groups such as corporate sponsors, collegiate challenge, church groups, etc.

Administrative

- Monitor each project's budget and ensure costs are within approved budget.
- Oversee materials purchased and donated. Collect receipts, code invoices to specific jobs, submitting to bookkeeper.
- Organize, and facilitate monthly building committee meetings, reporting on the progress of construction and utilizing expertise of committee members.
- Act as the central communication link between the building site, program manager, and the Executive Director.
- Order Gift in Kind Materials from HFHI website, solicit regular local vendors through developed processes.

Essential Functions

- Must have or have had an Oregon Contractor's License.
- Must have Oregon Driver's license and can be insured.
- Must have experience in scheduling, materials procurement, effective use of personnel and construction oversight.
- Able to read and interpret construction drawings and have the ability to make informed, on-the-job decisions. Ability to devise site plans a plus.
- Knowledge of best practices in construction materials, methods and tools.
- Ability to read and interpret blueprints and create accurate material take-off.
- Must be comfortable with public speaking.
- Must be flexible and willing to work at least two Saturdays per month including a minimum of two days throughout the week at the construction site.
- Must be a team player and get along well with people.
- Must pass Criminal Background Check and Sexual Offender Check
- Management Experience Preferred.

Physical Demands

- Must be willing to work outdoors and indoors.
- Must be comfortable with public speaking
- Must be able to lift 50 pounds, climb ladders, walk and raise arms above the head, squat, sit and stand.

Note: This job description is intended as a guideline only and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause.