

Loudoun Habitat for Humanity

Job Description

Construction Manager

Page 1

Job Title: Construction Manager

Purpose: The Construction Manager coordinates the construction of safe, decent, affordable housing for the affiliate through the Homeownership and Home Repair program. This individual has a dedication to and ability to articulate the mission and core values of Loudoun Habitat for Humanity and uses their detailed knowledge of techniques and principles of residential construction to achieve the affiliate's vision of a world where everyone has a decent place to live.

Time Commitment: This is an exempt full-time position working 40 hours per week, Monday – Friday, 7:00 a.m. – 3:00p.m. with Saturday hours (1-2 per month) and local travel required.

Benefits: Include medical, paid time off, disability insurance, life insurance, and 401k plan.

Salary Range: \$68,000-\$73,000 based on relevant experience.

Direct Supervisor: Programs Director

Qualifications:

- A minimum of 5 years (10 years preferred) of direct on-site residential construction experience is required.
- Ability to adequately traverse a residential construction site (i.e., climbing, lifting, carrying a minimum of 50 lbs., and other similar activities as required).
- Skill in using machines, equipment, and specialized tools used while performing work.
- Basic mathematical aptitude to calculate building measurements, quantities, etc.
- Safety and first-aid training for emergencies on-site.
- Outstanding communication and interpersonal skills; ability to communicate clearly and professionally with diverse audiences of volunteers, contractors, suppliers, and coworkers.
- Being skilled in detailed techniques and principles of construction, construction scheduling, procurement, budgeting, warranty program and continuous improvement.
- Ability to plan, schedule, prioritize, coordinate, delegate and manage multiple work activities.
- Demonstrated administrative, communication, financial and leadership skills.
- Attention to detail and overall quality control.
- Technical understanding of land and infrastructure design and ability to read and interpret building plans and specifications.
- Functional knowledge of local building codes and all inspections.
- Proven ability to prioritize tasks to achieve scheduled goals.
- Ability to solve problems creatively and efficiently to maintain forward progress on complicated projects.
- Basic computer skills.

- Experience on home rehabs/remodels and multi-family projects preferred.
- Organized construction training and education to complement experience is preferred.
- Teaching experience in any capacity a plus.
- Habitat for Humanity or other similar experience is preferred but not required.
- An understanding of and appreciation for the mission of Loudoun Habitat for Humanity.
- This position requires some local travel in the normal course of performing job duties with mileage reimbursement. Must have own transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.
- Background check required.

Job Responsibilities:

General Construction Activities:

- Supervising and leading on-site construction, including the crew leads, as well as construction volunteers and partner families.
- Creating a positive and encouraging work atmosphere.
- Ensuring that safety guidelines are followed on-site, and that adequate training is provided to the construction team and daily volunteers.
- Being responsible for seeing that homes are built or repaired in accordance with applicable building codes.
- Seek out and implement gift-in-kind (GIK) partners in the construction process while coordinating with development staff.
- Develop good working relationships with subcontractors.
- Work with various municipal staff on the application and approval of permits, inspections and specifications as required.
- Responsibility to provide staffing, volunteer leadership, and adequate materials and tools to create excellent volunteer experiences on construction sites.
- Monitor site recycling, material reuse, and material storage activities.
- Maintain tools and equipment inventory.
- Coordinate tools and equipment among construction sites.
- Assist in the recruitment and training of construction Crew Leads.
- Complete and maintain Competent Person Training.
- Properly code and approve invoices and sales slips for purchased materials and all other construction-related expenses.
- Document in-kind donations and communicate these with Programs Director.
- Ensure W-9, contractor's license, certificate of insurance for general liability, and workers compensation are on file prior to subcontractor starting project.

Homeownership Program Activities:

- Overseeing the construction process on all LHFH new construction and home rehab properties.

- Assist the Programs Director in the procurement of construction materials through competitive bid process and assisting in the development of donations of professional labor and in-kind materials.
- Work with the Programs Director to identify suitable building lots and rehab homes. Evaluate potential homes for feasibility of future projects.
- Assist the Programs Director in creating schedules and budgets for the entire scope of LHFH projects.
- Assist the Programs Director in developing plans and specifications including preparing materials list from plans and organizing timely ordering and delivery of materials and supplies.
- Site supervision of all sub-contractors.
- Oversee completion of "punch-list" items.
- Conduct walk-through inspection with family upon completion of the home.
- Work with the Programs Director in providing necessary warranty cards and manuals for the homeowner manual.
- Work with partner families with callbacks, warranty issues, or maintenance advice.

Home Repair Program Activities:

- Attend the home visit with the Critical Home Repair Manager and complete the whole home assessment as necessary.
- Recommend the use of sub-contractors where appropriate and attend estimate appointments as necessary.
- Site supervision of all sub-contractors as needed.
- Assist the Critical Home Repair Manager in the creation of the scope of work following program guidelines as needed.
- Assist in recommending the appropriate number of volunteer opportunities per project as needed.
- Conduct walk-through inspection with family and Critical Home Repair Manager upon completion of the project as needed.

Other Duties:

- Make informational presentations to schools, churches, business, civic organizations, and other volunteer groups as needed.
- Attend Home Dedications.
- Attend and assist with special events as needed.
- Assist with other aspects of LHFH mission as needed.