Job Title: Construction Director
Department: Construction Department
Supervisor: Chief Operating Officer
Direct Reports: Construction Manager, Land Acquisitions Associate
FLSA Status: Exempt (Full-time with benefits)
Approval Date: March 2, 2020

GENERAL DESCRIPTION:
Reporting directly to the Chief Operating Officer, the Director of Construction will provide key leadership at Pensacola Habitat for Humanity, Inc. to ensure excellent operations in all aspects of our New Construction, Home Repair, and Acquisition Rehab services. Encompassing site development, new home construction, full home rehab, and exterior repairs, the qualified candidate for this position will lead all functions and be ultimately responsible for the attainment of annual production goals and budgets while delivering excellent, quality products in an efficient, safe, timely and professional manner.

The Construction Director requires strong leadership and creative problem solving, ability to flourish in a construction environment that chooses to work largely with an unskilled, volunteer force. This is a full-time, exempt position, including occasional evening and weekend work. Work week duration can be extended temporarily due to projects.

The qualified candidate must have great attention to detail, strong work ethic and exercise strict self-discipline and dedication to operating ethically and professionally. Qualified candidates will have experience in making public presentations and experience working with stakeholders.

CORE RESPONSIBILITIES:

• Supervise a department of eight team members
• 40 Hours a week and able to work a flexible schedule to accommodate meetings and events as needed
• Site Development: Provide feedback to land acquisitions/development department in support of ongoing efforts to identify and secure developable land/properties (through donation or purchase) in support of the organization’s production goals.
• New Home/Acquisition Rehab Construction: Must always ensure a safe and clean construction work site in order to produce a quality product in an efficient, safe, timely, and professional manner. This position is responsible for annually meeting established production goals within established budgets and timelines. This position is responsible for the overall construction safety program of the organization and its implementation to all applicable regulations.
• Staff Management: This position is responsible for providing strong staff management to ensure a capable and adequately trained team while implementing programs to ensure employee satisfaction and retention. This position is responsible for maintaining adequate levels of staffing and designing plans for growth while developing a team to support the organization’s overall mission.
• Program Development: This position is expected to provide leadership in the development of the construction department to achieve annual goals. They will be responsible for making proposals to attain aggressive production levels as defined by the organization’s strategic plan. In a growing and competitive market, they are responsible for leading the organization’s adaptability to appropriate forms dictated by the market.
• **Volunteer Management:** This position is responsible for ensuring that construction staff are well trained in hosting volunteers as the frontline contact for the organization. They must be committed to the volunteer component of our construction activity as defined in our mission.

• Supervise a construction team member assigned as the NR Construction liaison for owner-occupied home repair projects

• Develop and follow an annual work plan

• Work with Community Engagement, Director of Volunteer Services, and Family Services Director to best integrate construction services throughout the homebuyer experience.

• Attend assigned staff meetings

**KNOWLEDGE, SKILLS, ABILITIES:**

- Construction Experience a must
- Owner-Occupied Repair a must
- 10 years of progressively responsible leadership in the homebuilding industry
- Active Florida General Contractor’s License preferred. Minimum Building Contractor’s License
- A strong leader with the ability to develop staff and volunteers through personal example and through the implementation of formal training programs and other processes.
- Experience managing large construction projects, department budgets, and a commitment to excellent stewardship of funds.
- Experience working with diverse constituencies.
- Excellent communication skills with a strong passion for the organization’s mission.
- Self-motivated with the ability to work independently and as part of a team with great energy and persistence.

**EDUCATION, EXPERIENCE:**

- Bachelor’s degree in related field or equivalent work experience
- At least five years supervisory skills
- Strong organization, planning, project management and implementation skills
- Ability to work respectfully, courteously and with a positive attitude when dealing with volunteers, staff, residents and community partners
- New Home construction knowledge along with the ability to evaluate home repair needs/costs

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

- In accordance with the Americans with Disabilities Act, this position requires the physical ability to sit, walk, and/or stand for prolonged periods of time. This individual must also have the use of all senses, to include, but not limited to sight, hearing, smell, and taste while possessing the ability to stand, stoop, bend, grasp, and/or hold to complete warehouse and construction site work.

- While the Pensacola Habitat for Humanity’s work environments are smoke-free and temperature controlled, some work may be in non-temperature-controlled conditions, often outdoors. This position requires persons who can safely lift at least 50lbs on a regular and frequent basis.

To apply, email your cover letter, salary requirement, and resume to **TJones@pensacolahabitat.org**. No calls please. Pensacola Habitat for Humanity does not offer relocation assistance.

*Pensacola Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin, or disability.*