



## **Job Title: Construction Manager**

***Habitat for Humanity of Lincoln builds strength, stability, self-reliance and shelter. We believe everyone deserves a decent place to live.***

Habitat Lincoln is one of more than 1,300 local affiliates of Habitat for Humanity International. We are locally governed by a board of directors and have a team of 11 staff. Celebrating our 30<sup>th</sup> anniversary in 2018, we are poised for significant growth over the next five years. We have built more than 150 homes in Lancaster County and have funded more than 130 housing solutions globally. Our Habitat ReStore is three years old and is experiencing record sales in support of our mission. Our new strategic plan calls for a 50 percent increase in housing production over the next three years.

**Summary:** To accommodate for this growth, our organization is hiring a Construction Manager. This newly-created position, under the direction of the Operations Director, is responsible for creating and overseeing day-to-day operations of Habitat Lincoln's various construction programs, including land acquisition and site preparation, planning, permitting, building new construction houses, and managing home repairs. The Construction Manager has primary responsibility for engaging, managing and coordinating the on-site construction team, including future Habitat homeowners, regular construction volunteers, volunteer groups, subcontractors, vendors, inspectors, etc. The Construction Manager partners with resource development, volunteer services, and homeowner services staff to employ the Habitat model.

**Time Commitment:** This position is full-time, exempt. Hours are Tuesday through Saturday, 7:30 a.m. to 4:30 p.m. If no Saturday work is scheduled, days worked will be Monday through Friday. Some evening work will be required.

**Direct Supervisor:** This position reports to the Operations Director.

### **Direct Reports:**

- Regular construction volunteers
- Site Supervisors (volunteers)
- Crew Leaders (volunteers)
- Volunteer groups
- Subcontractors

### **Qualifications:**

- Bachelor's or Associate's Degree in construction-related program and/or equivalent experience (at least four years of managing construction, preferably residential)
- Minimum of four years' direct supervision experience
- Must be willing to undergo and background check and drug screening
- Ability to develop a construction program that ties supplies, labor (subcontract, staff and volunteers) management, budgeting, and production schedule to meet specified goals
- Valid driver's license and acceptable driving record
- Possess a general contractor's license or obtain one within six months of employment
- Experience in negotiation with and managing subcontractors

- Experience working with planning documents, including CAD drawings of house plans, etc.
- High level of comfort driving trucks, towing trailers, and handling heavy machinery, tools and equipment
- Basic computer skills, including proficiency in Microsoft Office, email, Internet, and experience using a construction management software
- Demonstrate planning and organizational skills, including the ability to anticipate tasks, set priorities, meet deadlines, and function smoothly under strict deadlines and shifting priorities
- Strong team player with the ability to work well with people from all walks of life, including volunteers, providing excellent customer service always
- Strong interpersonal skills, including both verbal and nonverbal communication, listening, negotiating, customer service, problem solving, and assertiveness
- Ability to coordinate the construction of single-family dwellings with volunteers and subcontractors; ensuring volunteers on all job sites are safe, productive, and have a meaningful and rewarding experience
- High level of proficiency with carpentry and all other aspects of residential home construction, including home repairs and rehabs
- Interest in working with disadvantaged families, for a nonprofit, and must have a commitment to affordable housing
- Ability to work a Tuesday through Saturday schedule, year-round, as well as occasional overtime to accomplish construction deadlines, accommodate volunteers and donors, or as asked by supervisor
- OSHA certification a plus. Must obtain Habitat for Humanity's competent person safety training certification immediately upon hire

#### **Essential Responsibilities/Job Duties:**

- Manage activities of home construction, including but not limited to:
  - Purchase of construction materials, tools and equipment, per board and project-approved budgets
  - Maintain/service machines and tools
  - Schedule volunteer crew and subcontractors
  - Lead volunteers in construction work
  - Perform work outside of scheduled build days to keep projects moving according to schedule
  - Keep job sites clean and safe
  - Pull appropriate permits and call for inspections
  - Build site preparation
- Provide expertise, analysis, timeline and data for strategic planning, annual construction planning, and regular decision making
- Regularly collaborate with Habitat Lincoln staff and attend staff meetings to coordinate construction program, including but not limited to: volunteer acquisition, scheduling and on-site supervision, hospitality, and homeowner sweat equity tracking
- Develop and maintain relationships necessary for the success of volunteer-based construction; attend construction committee meetings, join and participate in industry networking organizations
- Work with future Habitat homeowners in activities, such as:
  - Documenting sweat equity hours for reconciliation
  - Educating on routine house maintenance
  - Conducting punch list for closing with assistance from homeownership services staff

- Conduct warranty work after closing and during warranty period
- Lead volunteers, ranging from beginner to skilled, in construction tasks and organize skilled volunteers to serve as crew leaders and site supervisors, where needed
- Review subcontractor and volunteer work for quality control, review and adjust when needed
- Serve as the organization's principal safety officer on the construction sites by
  - Maintaining Habitat for Humanity International's "Competent Person" certification
  - Implementing emergency plan and use of accident reports
  - Ensuring equipment and tools are in good working condition
  - Training volunteers in safety best practices
  - Monitoring job sites to identify potential safety risks and correct prior to incident
  - Monitoring volunteers' work to ensure safe use of tools and equipment according to age, skill level, and in accordance with OSHA and Habitat regulations
- Work with administrative office staff to:
  - Ensure accurate and complete job costing data
  - Create house budgets to be submitted to the Operations Director for approval
  - Solicit multiple bids for subcontractors and materials regularly
  - Submit purchase orders throughout the build project for approval
  - Review invoices for accuracy and approve for payment
  - Work within budget parameters on each project and through annual budget cycle
- Assist in creation of long-range lot selection and house construction schedule, annual construction schedule, and project-specific construction schedule, from beginning to end
- Coordinate daily and weekly construction assignments with Operations Director and Volunteer Coordinator
- Assist in procuring gifts-in-kind donations of materials and labor for each project
- Maintain organization and cleanliness on job sites and in storage areas, including
  - Construction warehouse and vehicles
  - Maintain inventory of materials, tools and equipment
  - Maintain functionality of tools and equipment
  - Perform annual audit of inventory to be submitted to Operations Director and construction committee for review
- Assist in maintaining administrative office and ReStore facilities for routine upkeep and special projects
- Support the mission of Habitat Lincoln, including leading a welcome, devotion, and safety demonstration at the beginning of each build day
- Other duties as assigned by Operations Director and Executive Director

**Physical Demands:** While performing duties of the job, the employee is regularly required to stand, walk, use hands to handle and feel and reach with hands and arms. The employee is frequently required to talk or hear. The employee is frequently required to sit, climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds; frequently lift and/or move up to 75 pounds; and occasionally lift and/or move up to 100 pounds unassisted. The employee is frequently required to lift up to 50 pounds to the height of approximately 4 feet. The employee must be able to work effectively from extension ladders and scaffolding, as well as at significant heights, including roofs.

**Working Conditions:** Exposure to extreme temperatures, loud noises, and other various adverse working conditions associated with outdoor and construction work. While this position will have a workspace at the Habitat administrative office, majority of the work will be conducted outside at various construction sites. Extensive driving among construction sites is required.

NOTE: The above list of duties, while specific to the position, is not exhaustive; it is possible that responsibilities may change or increase as deemed necessary to accomplish tasks and goals. This is not an employment contract.

**Salary:** \$50,000 annually

**Benefits:** Medical insurance coverage (Habitat pays 75% of the employee's premium; coverage is available for dependents at full cost to the employee); Simple IRA plan with 3% match; paid time off (PTO); paid holidays; ReStore discount.

**How to Apply:** To apply, please email a cover letter, resume, and list of three professional references with contact information to [jtrujillo@lincolnhabitat.org](mailto:jtrujillo@lincolnhabitat.org). Please use "Construction Manager" in your subject line.

Application review will begin immediately and the position will remain open until filled; although, we hope to have the position filled by July 1, 2018.

Background check required.

**Only candidates who follow these specific application instructions will be considered for this position.**

*Habitat for Humanity of Lincoln is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*