



Job Description: Construction Manager

Reports to: Executive Director, Habitat for Humanity of Carroll County

Primary Role: The Construction Manager is responsible for managing all construction activities for Habitat for Humanity of Carroll County (HFHCC). These activities include, but are not limited to; new construction, renovation and repairs. The Construction Manager will see each job through, from planning to permitting and through the final completion of punch list items, ensuring that a quality product is handed over to our new Habitat homeowner.

Responsibilities:

- Direct all construction activities to ensure projects are completed on time, within budget while adhering to the highest safety and quality standards.
- Establish overall organizational structure for construction operations to best utilize resources available to HFHCC.
- Develop annual build schedule, maintaining appropriate check points to accomplish production commitments.
- Develop job-particular schedules ensuring that there is ample coverage of sub-contractors, Construction Committee members and volunteers on each workday.
- Ensure that proper materials and tools are on site for each workday.
- Ensure that all HFHCC tools are maintained and inventoried, preventing damage and/or loss.
- Work closely with Construction Committee to establish workday schedules and coverage.
- Establish and maintain a positive and rewarding work site environment which enhances the retention of construction volunteers.
- Manage construction volunteer coordination to shepherd meaningful experiences where the volunteer feels that their contribution is worthwhile and appreciated, thus motivating them to return and/or become more involved with HFHCC.
- Maintain an effective working relationship with staff, volunteers, sub-contractors, vendors and Habitat homeowners.
- Attend monthly Construction Committee meetings and, as requested by the Construction Committee Chairman, provide information regarding planned or active construction, repair or renovation projects.
- Ensure safety practices are followed by sub-contractors, Construction Committee members and volunteers.
- Obtain competitive bids for materials and services. Lead bid reviews and award such purchases or contracts in accordance with CCHFH internal controls.

Skills and Personal Characteristics:

- Commitment to HFHCC ecumenical Christian ministry, ideals and philosophy.
- Strong background in residential home construction, renovation, permitting and local code requirements.
- Experience working with volunteers.
- Experience in management and supervision.
- Excellent people skills, as candidate will work with people of all ages, race, faith, background and skill levels.
- Ability to utilize technology such as Microsoft Office and email to enhance organizational and communication skills.
- Ability to prepare accurate material take-off sheets, equipment needed and cost estimates for each project.
- Create vendor list and process for strategic requests for in-kind material donations from regular suppliers.
- Ability to establish relationships with new suppliers.
- Understanding of construction process and timeline.
- Dedication to and ability to articulate the mission and core values of Habitat for Humanity of Carroll County.
- Ability to plan, schedule, prioritize, coordinate, delegate and manage multiple work activities.
- Demonstrate the ability to work safely, communication and leadership skills.
- Attention to detail and overall quality control.
- Excellent written and verbal communication and public relations skills.
- Physical ability to perform tasks, including lifting up to 75 pounds and standing for long periods at a time.
- Self-sufficient and cooperative nature.

Education and Experience:

- High school diploma or equivalent.
- Five years experience in construction field.
- Working knowledge in Microsoft Office, including Word, Excel and Outlook.
- In order to be considered, applicant must have a current valid driver's license. Employment is subject to background check and drug screening.
- CPR/First Aid training to be completed within six months of employment.
- Complete HFH Competent Person training within six months of employment.

Performance Indicators:

- Ability to meet/exceed annual build schedule and budget requirements.
- Manage volunteers and employees for best utilization in fulfilling objectives.
- Initiative and independent action demonstrated in handling tasks assigned.
- Demonstrate strong communication skills with donors, customers, volunteers, partner families and staff.
- Demonstrated knowledge of operations, policies and procedures.

Employment Status: Part-time hourly position at 20 hours per week, including Saturdays, with possibility of full-time in future as build schedule increases.