Hanover Habitat for Humanity

Job Description: Construction Manager

Reports to the Executive Director

Job summary
Hanover Habitat for Humanity is looking for a full-time construction manager. The Construction Manager is responsible for the overall construction process of the Affiliate in accordance with the direction, policies and objectives set by the Board of Directors.

Responsibilities include the management of new construction and repair projects on existing owner-occupied homes. Responsible for the construction of 4+ houses per year (with an intent to grow that number), from planning to permitting and through the final completion of punch list items. Primary duties include supervising construction staff, directing and training skilled and unskilled volunteers, directing and monitoring subcontractors, developing each house construction/repair schedule, ordering the proper materials for just-in-time use according to the construction schedule, ordering and monitoring inspections, and assurance and compliance to appropriate building codes. Work may be at multiple sites. Candidate will work closely with Executive Director and Building Committee to improve our building process and develop and implement a blueprint to successfully increase home and repair production. A thorough knowledge of electrical, plumbing and HVAC as well as the skill sets required of a General Contractor, from footings through the final completion of a residential home build is needed.

Responsibilities and duties

- Oversee the entire building and repair process, including project budget, permits, schedules, all building sites, materials procurement and coordination of subcontractors.
- Work closely with the Executive Director and Volunteer Lead in the planning of volunteer and partner family work groups.
- Work with volunteers and Volunteer Lead to identify potential crew leaders and other skilled workers.
- Manage skilled and unskilled volunteers.
- Plan each workday based on crew size and required tools and materials.
- Understand elements that contribute to successful volunteer experience and help ensure that volunteers have a consistently good experience, thus motivating them to return.
- Attend and participate in property acquisition and Building Committee meetings.
- Work with Executive Director to create annual construction budget.
- Create and maintain job schedules and project files.
- Ensure the safety of volunteers by ensuring that safety practices are followed.
- Solicit donations of materials and professional labor and maintain donor relationships.
- Have a thorough understanding of Habitat's mission and communicate this to volunteers, donors and construction professionals.
- Obtain competitive bids for materials and services.
- Consider future affiliate projects by ordering bulk items.
- Ensure that all volunteers have signed in and completed their liability waiver appropriately.
- Train partner families as necessary to prepare them for days on the worksite and homeownership.
- Work with Volunteer Lead and advocate to ensure that volunteers and partner families are productively involved in the construction process.
- Manage subcontractors as needed.

Required Knowledge and Skills:

- A strong background in residential home construction; college degree in related field preferred
- Five years of related experience in a supervisory role
- Commitment to Habitat for Humanity's mission
- Must possess excellent people skills since candidate will work with people of all ages, races, faiths, backgrounds, and skill levels
- An absolute commitment to job safety
- Ability to establish a good working relationship with volunteers and homeowner families
- Excellent communication skills
- Ability to work with minimal supervision
- Computer literacy
- Class A Contractors License required within 10 months from start of employment.
- Land Disturbance Certification required within 6 months of start of employment.
- There will be onsite training with the existing construction manager for qualified candidates.

Habitat for Humanity is an equal-opportunity employer whose mission is to eliminate substandard housing conditions in Hanover County through affordable housing homeownership and critical home repair. This is achieved by establishing a partnership between the homeowner and HHFH. This mission matches the strategic focus on supporting affordable housing for disadvantaged community members. Hence, this is not a typical construction job. We invite those who are looking for challenging yet rewarding work to join our team. We offer an excellent benefits package that includes paid vacation, paid sick time and 10+ holidays, health insurance coverage, and a relaxed work environment. This position's work week is Tuesday through Saturday. Become part of an organization that makes a real difference in people's lives while utilizing your skills and developing new ones!

To apply, please email **info@hanoverhfh.org** with your resume and a subject line of 'Construction Manager'.