



## Construction Manager

### Habitat for Humanity of the NC Sandhills

**Position Type:** Full-time

**Reports to:** Operations Director

**Supervises:** construction team, construction volunteers, family partners and contractors

**Hours/Week:** 40hr/week (with an ability to work with a flexible schedule)

**Location:** Habitat construction sites in Moore and Richmond Counties

**Salaries and benefits:** commensurate with experience (paid vacation, affiliate health insurance and 403b)

#### Position Summary:

The Construction supervises new construction, recycled Habitat homes, and non-Habitat homes that require repairs. In addition, the Construction Manager must have a willingness to provide leadership for, and work alongside a diverse array of volunteers.

#### Responsibilities:

##### 1. Management

- Oversees construction team, volunteers and family partners on all construction sites and maintains a positive atmosphere for all
- Provides leadership to subcontractors so that work is performed in a timely manner
- Arranges construction and repair meetings (arranges meeting times to be sent out) committee meetings, and updates all other departments on construction-related items
- Strategizes on how to grow and improve the construction sites and the repair ministry on an ongoing basis
- Strong knowledge of project management, develops a construction schedule for new construction and repair activities to be used by staff and the general public
- Communicates on an ongoing basis with the Operations Director to report progress and problems that may arise on all construction and repair sites
- Delivers a thorough assessment of all potential repair sites and is able to prepare estimate report of costs, time and staffing ability before the repair is scheduled
- Attends Habitat national and state conferences, whenever possible, to advance construction knowledge for this Habitat affiliate
- Attends and speaks at home dedications and other Habitat events about Habitat and construction-related projects

2. Construction

- Creates and maintains/updates the construction schedule.
- Assures that Habitat construction sites are in accordance with approved drawings and county/city/state codes, and adheres to Habitat for Humanity of the NC Sandhills mission
- Applies for permits and schedules inspections and subcontractors (including lot clearing, drywall, plumbing and electrical) in a timely fashion
- Ensures that all construction vehicles, equipment and materials are maintained, inspected and insured annually
- Strategizes yearly construction budgets, reviews billing statements and makes adjustments accordingly throughout the fiscal year and reports back to the Operations Director with any updates and needs
- Purchases and negotiates construction materials, tools and equipment and hires subcontractors
- Develops and implements a current construction site safety manual and policy, safety precautions, and an emergency plan
- Maintains and updates (as needed) the Habitat affiliate's construction manual
- Trains staff and volunteers about construction and appropriate safety precaution measures
- Constantly seeks ways to improve building practices and finds material cost savings opportunities
- Continually looks to improve our construction processes with the goal of going greener, recycling, and reducing waste
- Coordinates the order and upkeep of the construction warehouse
- Coordinates a construction staff member to do a walk-through with the partner family prior to closing
- Coordinates and completes punch lists within prescribed time of family closing and year warranty.

3. Volunteers and Family Partners

- Acts as a role model, spokesperson and positive leader for Habitat's mission on all construction sites
- Works closely with the Volunteer Coordinator and Family Services Coordinator to effectively engage volunteers, including homeowners-in-progress, on all aspects of Habitat, above and beyond the construction site
- Ensures that homeowners-in-progress are working towards completing their "sweat equity" hours
- Manages volunteers ranging from beginner to skilled in construction tasks, including homeowners
- Ensures that the volunteer experience at the construction site is a positive one so that volunteers return and stay connected with Habitat in the future
- Identifies volunteer jobs/needs not currently filled and satisfies needs with appropriate volunteers

**Required Skills/Experience/Physical Requirements:**



## Job Description

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- Has a general contractors license or is capable of acquiring one
- 5-7 years of experience in construction and/or management
- College degree in related field and/or equivalent life experience
- Proficiency in using MS Word, Excel, and Outlook and adaptability to the use of scheduling and management software
- Valid driver's license
- Position may include strenuous activity, temperature extremes and other various working conditions associated with outdoor construction work
- Nonprofit experience is not required but is a plus

For more info about Habitat for Humanity of the NC Sandhills please visit [sandhillshabitat.org](http://sandhillshabitat.org) or like us on Facebook at [facebook.com/sandhillshabitat](https://facebook.com/sandhillshabitat).