



**Job Title:** Construction Project Manager

**Date:** December 2018

**Reports to:** Director of Construction

**Department:** Construction

**Work schedule:** Tuesday – Saturday 7:30a.m. – 4:30p.m.

**To Apply:**

Send resume and cover letter to Leslie Woods at [lwoods@louisvillehabitat.org](mailto:lwoods@louisvillehabitat.org).

**Summary:**

Involved in the project management of Habitat’s construction program in a way that utilizes volunteer labor, provides maximum community participation, and produces quality homes for low income families in a safe and affordable manner while providing a positive work experience for everyone in the Habitat community.

**Essential Functions**

- **Project Management**
  - Works with Director of Construction to develop and manage project plans for timely completion.
  - Monitors the construction / renovation of houses by directing supervisory personnel, volunteers and subcontractors.
  - Works with Director of Construction to resolve construction problems and improve construction methods
  - Visits sties on an ongoing basis to ensure timely completion of work and adherence to construction policies.
  - Follows up to ensure all aspects of homes that are under their management are satisfactorily completed in a timely manner.
  - Keeps each project check list up to date on a weekly basis
- **People Management**
  - Supervises the activities of volunteers through delegation and follow up.
  - Empower staff and volunteers; follows up with encouragement and guidance.

- Provides feedback for growth and development of staff and volunteers
- Fosters an atmosphere of teamwork with HFH
- Develops the skills of volunteers; seeks out individuals with the desire of leadership responsibilities.
- **Fiscal Management**
  - Monitors and develops project budgets with the Director of Construction to ensure effective use of resources.
  - Works with the Director of Construction to order materials and stay within budgetary guidelines.
  - Ensure that all aspects of the physical plant are maintained for best use.
  - Sets the schedule for materials and follows up to ensure accurate and timely delivery.
  - Meets weekly with the Director of Construction to coordinate the next week's schedule and go over deliveries.
- **Communication**
  - Clearly communicates goals and expectations with other staff members and volunteers.
  - Responds to questions and concerns in a positive manner.
  - Communicates changes / progress in a timely manner.
  - Uses the computer and other tools to effectively communicate with others.
  - Participates on assigned committees and in meetings as directed.
  - Follows up on communications by committing it to writing and sharing it with responsible parties.
- **Community Relations / Special Projects**
  - Effectively presents self within the organization and the community
  - Develops and delegates plans for participation in community projects; follows up to ensure timely satisfactory completion to further HFHML's mission of community outreach.
- **Compliance**
  - Conducts construction activities within federal, state and city guidelines
  - Endures the volunteers comply with Habitat policies and procedures and government regulations, including safety.

- Has the necessary certifications needed to manage construction projects.

### **Knowledge, skills and abilities**

- **Experience**
  - Construction experience and working knowledge of “building science” and current construction techniques.
  - Project Management experience.
  - Experience in managing teams and direct reports through coaching and conflict management.
- **Knowledge and skills**
  - High attention to detail
  - Effective communicator
  - Ability to read and interpret project plans and architectural drawings
  - Ability to read, analyze and interpret technical journals, financial reports, legal documents.
  - Ability to understand mathematical concepts.
- **Other requirements**
  - Driver’s license, contractors education certificates, CPR, First Aid
  - MSD site disturbance and fork lift operator certificates helpful.
  - Knowledge and training in Energy Star, Lead Abatement.