



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.

Please send resume and letter of interest to HR@HRWorksinc.com by Monday, June 10, 2019.

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 sites 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.