

POSITION DESCRIPTION

Title: Construction Project Manager	Employment Status: Full-Time
Department: Construction	FLSA Status: Exempt
Reports to: Executive Director/CEO	Supervises: Construction Site Manager and volunteers

GENERAL DESCRIPTION:

Our mission is *"Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope."*

A core Habitat program is the construction of new and rehabilitation of existing affordable homes with volunteer labor. The Construction Project Manager is responsible for managing the ongoing building of residential structures through completion (obtaining building permit through receipt of Certificate of Occupancy); and managing a home preservation/repair program.

APPLICATION INSTRUCTIONS

Cover letter and resume should be emailed to kris@pikespeakhabitat.org with "Construction Project Manager" in the subject line by April 8, 2016.

Initial phone interviews will begin April 18, 2016 and personal interviews will begin April 25, 2016. Planned hire date is mid-May 2016.

CORE RESPONSIBILITIES:

1. Residential Construction and Home Preservation Management

- a) Responsible for all aspects of construction management including but not limited to: planning, scheduling, supplier and product selection, subcontractor selection, and coordination of staff and volunteer resources.
- b) Plans and executes production goals to ensure success of the organization's strategic plan for completed housing units. Sets project start and completion dates and ensures on-time project completions.
- c) Plan and supervise preliminary infrastructure schedule. Schedule and complete infrastructure work at least one month prior to vertical construction start dates (seeking approval for exceptions).
- d) Obtain site development task bids when required.
- e) Establish internal structure and processes required to meet objectives and manage day-to-day operations.
- f) Set construction and repair program budget and track all construction-related costs and review and approve all construction-related invoices in partnership with the Director of Finance.
- g) Build capacity within the construction department to meet the needs of continually increasing housing production goals.
- h) Responsible for other tasks as required for successful completion of construction projects and the management of resources.

2. Program Management

- a) Establishes program requirements and metrics for each construction program.
- b) Monitors, reports and develops corrective actions as needed to ensure that housing products continually meet or exceed established standards.
- c) Coordinate required safety practices – ensure use of equipment and/or protective measures for volunteers or other construction trades/suppliers.
- d) Accurate estimating of projects assigned.
- e) Purchasing materials and subcontracts economically and expeditiously for projects assigned.
- f) Efficient coordination of field and office activities, including job scheduling activities.
- g) Company liaison with vendors and contractors, including but not limited to architects, engineers, electricians, HVAC, and plumbing.

3. Safety Management

- a.) Designs, develops and implements the organization's construction Safety plan and Program by training employees and construction volunteers on safe practices and standards consistent with current OSHA regulations and Habitat for Humanity International policies.

1. Researches, performs and leads monthly safety meetings for all Construction staff.
2. Serves on the PPHFH Safety Task Force Committee.
3. Maintains current safety practices, continues to develop the construction safety program and keeps the Safety Policy & Program Handbook and documents up to date.
4. Remains current with regard to safety regulations and policies.
5. Identifies external safety training opportunities for the Construction Staff to attend.

4. Human Resource Management

- a) Supervises Construction Management staff and construction administrative volunteers.
- b) Maintains a collaborative work environment to ensure positive, effective and efficient working relationships between construction staff and all other departments, committees, personnel of the organization, as well as suppliers, contractors, partner families and volunteers.
- c) Provides mentoring and professional growth opportunities for construction staff to equip them to meet departmental and organizational goals.
- d) Encourages utilization of volunteer support throughout the department.
- e) Monitors staff's performance on a regular basis and conducts and documents annual performance reviews for all construction staff, developing annual work plans and measurements for personnel accountability and program efficiencies that help meet organization, departmental and individual goals.
- f) Maintains professional, discrete communication and does not pass along information that may be considered private and protected information of others, including but not limited to partner families, volunteers, donors, vendors and other staff.

5. Communication & Planning

- a) Monitors program activities and appropriately responds to the impact of unplanned events and informs the Executive Director.
- b) Facilitates meetings with diverse participants.
- c) With the other Directors, create a long term vision to realistically and sustainably increase the number of PPHFH partner families served.

6. Financial Performance

- a) Works with the executive team and other staff to develop annual budgets and financial projections.
- b) Establishes and monitors key metrics to ensure projects are completed at or below budget.
- c) Identifies and initiates opportunities to reduce project costs and create operational efficiencies.

7. Leadership

- a) Ensures that the Executive Director is fully informed in a timely manner of all construction related planning, administrative and programmatic activities.
- b) Enhances the department's culture by reinforcing core values and fostering a positive work environment.
- c) Maintains a working knowledge of best practices and significant developments and trends in the field of residential construction.

STANDARDS FOR MEASURING PERFORMANCE

- Maintain a high internal and external customer satisfaction level.
- Maintain high standards of integrity and compliance.

KNOWLEDGE & SKILLS:

- Ability to balance leadership and management roles within a growing organization. Self starter and ability to work independently.
- 5 years or more of successful experience with increasing responsibility in managing residential construction, personnel supervision, and supplier and program management including supervisory experience with trade contractors.
- Successful project management experience and ability to manage multiple projects simultaneously.
- Works as an effective and proactive team player. Collaboration, networking and relationship-building skills.
- Able to identify, evaluate, problem solve and give direction regarding problem resolution for individual and department-wide issues. Position requires an ability to effectively manage conflict.
- Makes decisions and solves problems independently and effectively. Ability to think and act decisively.
- Exceptional communication skills.
- Excellent interpersonal skills with diverse types of people.

- Work as an effective and proactive team player; skilled in collaboration, networking and relationship-building that is positive, optimistic and fosters an upbeat work environment.
- Ability to understand and analyze the implications of project financial performance.
- Intermediate to advanced experience with MS Office Suite with focus on Excel and MS Project

EDUCATION, EXPERIENCE:

- HS diploma or equivalent required, with significant residential construction supervisory experience. BA/BS preferred.
- El Paso County active residential Class C general contractor's license required -- or willingness to acquire same on a priority basis within 3 months of hire.
- 5 or more years of direct on-site experience with increasing responsibility in an applicable setting.
- Thorough understanding of and project management experience in the residential home construction process.
- OSHA 10 certified or willingness to acquire same on a priority basis.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to work effectively in both office and construction site environments.
- Ability to sit at a desk for extended periods of time.
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- Some weekend and evening hours required.
- Ability to adequately traverse a residential construction job site; climbing, jumping, lifting, carrying (minimum 50 lbs.) or other similar activities as required.
- Ability to evaluate completed construction tasks/stages for their correctness.
- Ability to communicate assigned tasks or to convey information to staff and volunteers.
- Ability to maneuver typical construction site obstacles.

WORK ENVIRONMENT AND CONDITIONS:

- Interior and exterior working environment during a variety of weather conditions.
- Ability to drive all construction vehicles and pull trailers as required and be insured.
- Able to drive throughout El Paso County to reach construction sites.
- Must have valid driver's license and automobile insurance

The above outline of duties is not arranged in order of priority. These duties are not meant to restrict initiative, but rather to describe minimum activities. Those duties will from time to time be altered by the Executive Director to suit the needs of the organization.