

North St. Louis County Habitat for Humanity Construction Manager Position Specifications

Purpose:

North St. Louis County Habitat for Humanity (NSLCHFH) is building five or more affordable homes per year utilizing volunteer labor and sweat equity from Habitat partner families. The construction manager is responsible for the successful outcome for each construction project. The Construction Manager oversees all aspects of the building program ensuring the quality of construction as well as the experience of volunteers and Habitat partner families that are completing the work.

Key Responsibilities:

- Assist in developing a construction plan for the year
- Assist in developing house plans
- Assist in developing a construction budget for each project
- Put out bids for materials and sub-contractors
- Manage warehouse inventory
- Ensure that the proper materials and tools are on site when needed
- Manage all sub-contractors
- Serve as the crew leader for volunteers on site
- Tell the Habitat story
- Teach the Habitat way of home construction
- Assist in recruiting and training new volunteer building supervisors
- Leverage and coordinate volunteer site supervisors
- Attend monthly partner family meetings and work with families to provide homeowner education
- Manage call back and warranty work
- Coordinate Habitat's tools and equipment at construction sites
- Help evaluate construction techniques for the affiliate
- Work with the site selection committee
- Provide staff support to the construction committee

Qualifications

- A commitment to Habitat for Humanity's mission
- A minimum of four years experience in residential construction
- A demonstrated work ethic
- Demonstrated ability to build relationships and work effectively with people of diverse social and economic backgrounds
- Strong leadership and organizational skills
- An ability to teach unskilled volunteers in the tasks of home construction
- Personal integrity
- Excellent oral and written communication skill
- Proficient in computer skills and use of email, excel

Salary Range and Benefits

- \$45,000 to \$55,000 depending on experience
- Two weeks' vacation
- Sick time
- Ten paid holidays
- Matching retirement plan after 12 months employment
- \$50 cell phone reimbursement
- Full time, twelve month employment

About North St. Louis County Habitat for Humanity:

North St. Louis County Habitat for Humanity was established in 1995 and has partnered with 90 families in 14 Iron Range communities to provide homeownership opportunities. As an ecumenical Christian housing ministry, Habitat works with churches, businesses, organizations, and individuals from all walks of life and backgrounds to build homes, communities and hope in North St. Louis County, Minnesota. With an executive director, community resources manager, family services manager, construction manager and a dedicated board of directors, the organization leverages community volunteers to maintain a robust building capacity of five or more homes per year. North St. Louis County Habitat for Humanity is widely recognized by the community, Habitat for Humanity of Minnesota and Habitat for Humanity International for its excellence fulfilling its mission of building affordable homes.

To apply please email a cover letter and resume to executive director, Nathan Thompson at habitat@nslchfh.org. For questions, Nathan can be reached at 218-750-7443

Position Description

Title: North St. Louis County Habitat for Humanity Construction Manager

Reports to: Executive Director

Purpose of the Job:

The construction manager is responsible for the successful outcome of each of the organization's construction projects as well as the construction schedule for the year. The construction manager is the primary Habitat representative at the build site and oversees all construction tasks.

Responsibilities:

1. Manage Construction Activities
 - Assist in developing a construction plan for the year
 - Coordinate appropriate materials from approved vendors
 - Manage warehouse inventory
 - Coordinate sub-contractor work from approved vendors
 - Oversee daily construction activity
 - Pull necessary permits as required
 - Order inspections as needed
 - Ensure home construction complies with the Uniform Building Code and Minnesota green building standards
 - Assist in developing house plans
 - Recommend changes to floor plans as needed
 - Handle construction related calls from building sites
 - Work with the site selection committee to identify suitable building lots and rehab homes
2. Manage Construction Costs
 - Assist in developing a budget for each building project
 - Provide multiple bids for building materials and professional labor
 - Assist in the development of donations of professional labor and in-kind materials
3. Manage Volunteers at Construction Sites
 - Provide a construction schedule for each project
 - Communicate volunteer numbers and tasks that are needed to volunteer coordinator
 - Serve as the crew leader for volunteers on site
 - Leverage existing volunteer site supervisors
 - Ensure proper instructions on Habitat's construction practices are given to all volunteers
 - Ensure proper tools, equipment and materials are available for volunteers
 - Require all volunteers to complete the daily sign in sheet and waiver
 - Enforce safety policy on the job site
 - Communicate the Habitat story
4. Maintain Tools and Equipment
 - Manage work site and warehouse tool inventory and storage
 - Replace or repair tools as needed
 - Assist in procuring of tools and equipment
 - Coordinate Habitat's tools and equipment among construction sites
5. Maintain Use of and Support the Construction Committee
 - Assist in recruiting construction committee members

- Assist in recruiting, training and overseeing a team of site supervisors to assist in leading construction activities
 - Work with construction committee to plan each year's building season
 - Oversee efforts to grow in green building and energy efficient practices
 - Work with the construction committee to evaluate construction techniques
6. Work with Partner Families through the construction process
- Assist partner families in the selection of plans and optional items
 - Supervise partner families as they complete sweat equity construction hours
 - Complete walk-through with partner families upon completion
 - Attend monthly partner family meetings and work with the family support committee to provide homeowner education
 - Work with partner families with call backs, warranty issues, or maintenance advice

Key Working Relationships:

The construction manager will maintain key relationships with:

- Individual Volunteers
- Volunteer Groups
- Volunteer Building Supervisors
- Sub-Contractors
- Government Construction Inspectors
- Architects
- Engineers
- Habitat for Humanity Staff
- Habitat for Humanity Partner Families
- Habitat for Humanity Construction Committee
- Habitat for Humanity Board

Performance Measures

- Increasing the capacity of the affiliate to build homes.
- Optimize the use of the executive directors time
- Ensure a first rate volunteer experience on the jobsite
- A safe work environment for volunteers, sub-contractors and partner families
- Effective Communication of the Habitat model to volunteers at the work site
- Effective, timely and consistent volunteer utilization
- Development of an annual construction schedule
- Management of construction costs through efficient building, bidding process, and expanded in-kind donations of labor and materials
- Adherence to high quality building standards and practices
- Efficient management and utilization of equipment, materials and in-kind donations
- Accurate tracking of tool and building materials inventory
- Timely completion of projects
- Integration of new construction techniques and building materials

Work Schedule: Five Days/Week - Monday through Saturday, full time, 40+ hours per week