



JOB TITLE: Construction Manager (CM)
REPORTS TO: Executive Director
STATUS: Full-Time
COMPENSATION: \$50,000 - \$55,000 annually depending on experience

Position Summary:

Under the direction of the Executive Director, the Construction Manager (CM) is responsible for overseeing day-to-day operations on Dubuque and Jackson County Habitat's various construction sites, to include new construction, home rehabilitations and *A Brush with Kindness* projects. The CM has responsibility for engaging, managing and coordinating with the on-site construction team, including house and crew leaders, Habitat homebuyers, general volunteers, sub-contractors, developers, city inspectors, etc. Additionally, the CM leads other broad functions of construction, including, but not limited to: budgeting, scheduling, bidding of labor and materials, long-range planning, warranty work, volunteer coordination, community partner and homeowner relations, and storage management.

This position features a mix of on-site and office work. Successful candidates must be capable of performing at a high level in both settings.

Minimum Qualifications:

- Demonstrated planning and organizational skills, including the ability to anticipate tasks, set priorities, meet deadlines, and function smoothly under strict deadlines and shifting priorities
- Strong team player with demonstrated ability to manage others
- Strong interpersonal skills and the ability to work well with volunteers, providing exceptional customer service at all times
- At least three years managing commercial or residential construction; proficiency in managing a range of different types of projects from new construction to home rehabilitation to exterior painting/repairs
- Commitment to affordable housing and mission of Habitat
- Standing; walking; working weekends (typically Saturday mornings); exposure to heat, wind and rain; willingness to regularly travel within two-county service area and occasionally statewide
- Valid driver's license and acceptable driving record
- Excellent verbal and written communication skills in individual and group settings
- Strong computer skills, to include proficiency in Microsoft Office and basic internet functions; experience with project management software is a plus
- Residential contracting license and some technical/vocational education are preferred; bachelor's degree is a plus

Position Description:

- Coordinate on-site construction activities
- Develop home construction schedule, and manage sites in accordance with it
- Lead Habitat's daily safety talk on a regular basis
- Manage all aspects of Habitat's new home construction, home rehabilitation and painting/repair projects
- Work within Board-approved budget parameters under the direction of the Executive Director
- Develop the annual construction plan in conjunction with Executive Director and Building Committee
- Lead the Building Committee meetings
- Advise the Executive Director regularly on all activities and issues related to active Habitat construction sites, to include scheduling, accident reports, sub-contractor issues, etc.
- Manage budgeting planning process and house pricing/bidding activities
- Maintain a safe and volunteer-friendly work site at all times, enforcing safety guidelines whenever necessary

- Ensure that quality construction is maintained in compliance with standards set by HFHI, DJCHFH and local authorities
- Coordinate home inspections with appropriate city authorities, as well as energy raters, etc.
- Conduct walk-through inspections with future families and file written reports prior to closings
- Complete and/or coordinate all ongoing home warranty work, per direction from Executive Director
- Help to maintain functional inventory of tools and supplies; assist in the maintenance and organization of Habitat's storage units
- Report promptly to the Executive Director any on-site accidents involving staff, sub-contractors, volunteers, homeowners, etc.
- Assist Executive Director in the recruitment and development of skills-based volunteers
- Work in conjunction with Executive Director to ensure that Habitat's safety program is up-to-date and being implemented at all times; ensure that volunteer safety and volunteer experience are always at the forefront of the program
- Other duties as required and requested by Executive Director

Comprehensive background check required. Interested candidates should email director@habitatdjc.org.