



## JOB DESCRIPTION

### Construction Manager

**Primary Role:** The Construction Manager coordinates the construction of safe, decent, affordable housing by;

- Overseeing the construction process on all HFHSB projects.
- Recruit, train, supervise and lead on-site construction, including the construction site supervisors and crew leaders, as well as construction volunteers; create a positive and encouraging work atmosphere.
- Procuring construction materials through competitive bid processes while building, maintaining relationships with the vendors and tradesmen, and assisting in the development of donations.
- Planning for future builds and projects
- Ensuring that CAL-OSHA safety guidelines are followed on-site and that adequate training is provided to construction team and daily volunteers.
- Being responsible and knowledgeable in seeing that homes are built in accordance with applicable building codes and that all warranty issues are mitigated and addressed.
- Create and follow schedules and budgets to ensure project is complete on time, within scope, and on budget.

#### **Responsibilities:**

##### Construction Activities

- Work with Construction Committee to identify suitable building lots and rehab homes.
- Evaluate potential donated homes/properties for feasibility of future projects.
- Assist in developing plans and specifications. Prepare materials list from plans and organize timely ordering and delivery of materials and supplies.
- Seek out and implement Gift-in-Kind (GIK) partners in the construction process while coordinating with the Executive Director.
- Work with various municipal staff on the application and approval of permits, inspections, and specifications as required.
- Ensure that team is meeting all standards related to affiliate green building and energy efficiency practices and other building programs in which the affiliate may be involved.
- Responsibility to provide staffing, volunteer leadership, and adequate materials and tools to create excellent volunteer experiences on construction sites.
- Monitor site recycling, material reuse, and material/tool storage activities.
- Maintain tools and equipment inventory. Coordinate tools and equipment among construction sites.
- Create and oversee completion of "punch-list" items in coordination with Construction Committee and Executive Director.
- Conduct walk-through inspection with family and Executive Director upon completion of the home. Work with family in providing necessary warranty cards and manuals for the homeowner manual.
- For one year, work with partner families with call backs, warranty issues, or maintenance advice.

### Supervisory Role

- Ability to supervise volunteers with a variety of skill levels and patience to explain and teach various skills.
- Supervise all sub-contractors, vendors and volunteers working on project to verify compliance with plans and building codes.

### Communication

- Work closely with the volunteer coordinator with daily, weekly, and monthly schedules.
- Attend Staff/Construction Committee meetings.
- Turn in paperwork and detailed time logs on a weekly basis.

### **Administrative Responsibilities:**

- Properly code and present invoices and sales slips for purchased materials and all other construction related expenses.
- Ensure W-9, contractor's license, certificate of insurance for general liability, and workers compensation are on file prior to subcontractor starting project (*shared responsibility with office staff*).

### **Skills and Personal Characteristics:**

- Dedication to and ability to articulate the mission and core values of HFHSB.
- Detailed knowledge of techniques and principles of residential construction.
- Knowledge and understanding of local and state building codes.
- Skill in using machines, equipment, and specialized tools used while performing work.
- Ability to plan, schedule, prioritize, coordinate, delegate and manage multiple work activities.
- Demonstrated administrative, communication, financial and leadership skills.
- Attention to detail and overall quality control.
- Technical understanding of land and infrastructure design and ability to read and interpret building plans and specifications.
- Strong organizational and team management skills
- Strong interpersonal skills, dealing well with a variety of people, personalities and backgrounds.
- Excellent communication and public relations skills.
- Basic math aptitude to calculate building measurements and mandatory tape measure proficiency
- Basic computer skills
- Preferred previous experience with volunteer run programs
- Mandatory CPR/First Aid certified

### **Physical Requirements Necessary to Perform this Job:**

- Ability to perform in a construction setting: lifting, climbing, working at heights, etc.

**Reports to:** Executive Director

**Employment Status:** Full Time/Part Time (*as needed*)

**Salary:** Compensation is dependent on experience