



CONSTRUCTION DIRECTOR POSITION DESCRIPTION

SUMMARY: The Construction Director is responsible for all aspects of the homebuilding and rehabilitation program of SCHFH. This is a senior level management position reporting to the Executive Director and is a member of the organization's management team.

ORGANIZATION: Reports to the Executive Director

Supervises:
Site Supervisors (3)
AmeriCorps Construction Members (6)

QUALIFICATIONS:

Experience: Five years or more working knowledge of all parts of residential construction (new and rehab). Residential construction management background required. Housing development experience a plus.

Skills:

- Desire and ability to promote the mission and values of Habitat.
- Excellent leadership, communication, organization and management skills.
- Ability to work well with people, both skilled and unskilled volunteers, and partner families.
- Ability to inspire, train, motivate and challenge staff and volunteers.
- Ability to read, interpret and correct building plans; obtain permits and comply with codes.
- Ability to develop project estimates, budgets and schedules and to secure bids and acquire materials and services.
- Ability to work with subcontractors, engineers, architects and other construction professionals.
- Ability to handle multiple projects simultaneously.

SCOPE:

Oversee and report on all construction activities. Lead and engage Site Supervisors, AmeriCorps members and volunteer House Leaders to manage all construction work, safety programs and project controls (costs, schedule and quality) of Habitat homeownership program. Manage relationships with suppliers, contractors, inspectors, permitting agencies and skilled trades/volunteers, with emphasis on increasing partnerships in these areas.

PRIMARY RESPONSIBILITIES:

- 1) Work with the Executive Director and Programs Director to develop and implement affiliate's construction goals and objectives.
- 2) Communicate construction activities to the affiliate.

- 3) Coordinate the receipt of in-kind construction materials and services.
- 4) Provide support and direction to the Site Supervisors who oversee Construction AmeriCorps.
- 5) Manage construction costing system, including development and implementation of ways to reduce construction costs.
- 6) Keep updated and communicate regularly detailed project schedules
- 7) Manage relationships with suppliers, contractors and skilled trades/volunteers, with emphasis on increasing partnerships in these areas.
- 8) Guide the affiliate in exploring and implementing new technologies and building techniques to control costs and improve home construction.
- 9) Manage security and storage of all materials, tools and equipment in the warehouses and on the job sites.
- 10) Manage usage and maintenance of all vehicles and trailers.
- 11) Ensure safety training is provided and that proper safety practices are followed at all times.
- 12) Maintain land/property inventory for future projects.
- 13) Provide property assessments before purchasing rehab projects.
- 14) Maintain AmeriCorps houses and temporary partner family house.
- 15) Serve on Property Acquisition Committee.
- 16) Manage the arrangements for all required county/city construction inspections.
- 17) Oversee key construction responsibilities delegated to the staff, AmeriCorps and volunteer project teams. Project teams may include House Leaders, Crew Leaders, and/or Project Volunteers.
 - a) Manage the bidding process for all contracts and materials for each project, including the detailed review of requests for proposals and contracts.
 - b) Administer all contracts with the help of Site Supervisors.
 - c) Manage the timely delivery of construction materials to all job sites.
 - d) Manage safety and quality control at all job sites. This includes the maintenance of the affiliate safety program, and the training of key volunteer supervisors.
 - e) Manage and plan for large projects or volunteer days with the help of the Programs Director.
 - f) Ensure project compliance with local, state, and federal codes and regulations, HFH standards and policies of construction and safety, cost and scheduling requirements.
- 18) Communicate project changes and needs to Programs Director and Manager of Family Services so that sites continue to run effectively.