

**Job Title:** Construction Manager

**Reports to:** Executive Director

**Description:** The Construction Manager is responsible for the construction and repair operations of the Manhattan Area Habitat for Humanity. The Construction Manager represents the mission of Habitat for Humanity and provides leadership to the construction team, which includes architects, builders, contractors, and volunteers from student organizations and the general public.

A successful candidate will:

- Treat every person with dignity and respect.
- Take ownership of difficult situations to move the team forward together.
- Communicate effectively in person and in writing.
- Effectively manage time and priorities.

**Employee Status:** Hourly Exempt, est. 15-30 hrs./wk.

Hours vary depending on project load and include weekends.

**Compensation:** Relative to experience and training

**Responsibilities:**

**1) Pre-Construction**

- Identifies potential building sites with support from Executive Director and Site Selection Committee
- Develops construction plan, budget and schedule with support from Executive Director and Construction Committee
- Adjusts building plans with construction team, as needed, based on site and family requirements. Maintains working drawings with adjustments.
- Arranges site plans, erosion, drainage and survey work.
- Works with municipalities to locate and secure utilities.
- Orders temporary power and restrooms for build sites.
- Applies for city building permits with support from architect and builder.
- Advocates for accessible and energy-efficient construction methods and high-performance building materials.

**2) Construction**

- Supervises all construction activities, including volunteer and contractor activities on build site, to ensure safety, quality workmanship, and timeliness of jobsite operations.
- Supervises all site preparation and layout.
- Ensures that projects are completed on schedule, within budget, and that materials are on site for each workday.
- Schedules and coordinates contractor and volunteer schedules to meet construction deadlines.

- Maintains OSHA Certified “Competent Person” Training and holds jobsite to OSHA compliance.
- Provides regular updates to executive director and construction committee on build site schedule vs. progress and budget vs. expenses.
- Communicates effectively with partner family and prioritizes family volunteer experiences.
- Supports building initiatives and campaigns.

### 3) Repair

- Supervises all repair activities, including volunteer and contractor activities on site, to ensure safety, quality workmanship, and timeliness of repair operations.
- Evaluates repair applications, including home preservation, critical home repair and weatherization, through site visits and contractor consultation.
- Maintains repair program budget and schedule and communicates discrepancies in budget vs. expenses, schedule vs. progress.
- Communicates with partner families and prioritizes partner family volunteer opportunities.

### Required Skills and Experience

- 3 years of experience leading successful teams, preferably in the construction industry.
- Strong interpersonal and communications skills, with experience working with internal and external groups and individuals.
- Commitment to cooperative, mutually beneficial, and long-term relationships.
- Experience managing concurrent budgets and timelines.
- Strong computer skills, including construction management software (ProCore or comparable) and Microsoft 365 products, such as Excel, Outlook, Word and Teams.
- A history of successfully adapting to rapidly changing conditions with unexpected shifts in priorities.
- Ability to safely lift and position up to 100lbs. Job will include bending, kneeling and reaching, sometimes in awkward or tiring positions.

### Preferred Skills and Experience

- Bachelor’s degree in construction management or related field.

### Permits or Licenses

- Valid drivers license
- OSHA “Competent Person” Certification (or desire to obtain OSHA certification)
- General contractors license (or desire to obtain general contractors license)

### To Apply:

Submit application materials, including cover letter, resume and 3 references, to Josh Brewer at [Director@MAHFH.org](mailto:Director@MAHFH.org).