

Midland County Habitat for Humanity
Construction Manager
Position Description

GENERAL DESCRIPTION: The overall responsibilities for the Construction Manager position are outlined in the job description below. In addition to those duties, the Construction Manager must have certain leadership skills and abilities to effectively understand and carry out the job responsibilities. The incumbent shall carry out and accomplish through committee initiatives, a variety of functions supporting the current strategic plan.

TIME COMMITMENT: 40 hours per week/ full time salary with access to benefits, exempt.

REPORTS TO: Midland County Habitat for Humanity Executive Director

CONSTRUCTION MANAGER RESPONSIBILITIES:

PRINCIPLE SKILLS AND ABILITIES:

- 1) Responsible for overall budget, project timeline, coordination, management and supervision of the construction processes required to complete Midland County Habitat for Humanity houses.
- 2) Must have sound working knowledge of home construction practices and requirements from experience and training.
- 3) Must possess an ability to effectively resolve problems relate to the construction without undue delay.
- 4) Have the ability to work with a diverse group of professionals and volunteers and to understand the level of expertise of each to accomplish the building project as designed.
- 5) Have the ability to draw/design house plans utilizing Chief Architect software.
- 6) Have the ability to thoroughly understand building plans and materials required to efficiently construct a home within the required time period.
- 7) Be able to develop work schedules and communicate these to the appropriate people for the purpose of scheduling materials, tools and worker requirements
- 8) Have a thorough understanding of the various permit requirements and procedures.
- 9) Possess a thorough understanding of the functions and safety requirements of all required power tools necessary to construct a home.
- 10) Must have a State of Michigan Builders License.
- 11) Must perform an annual review of the MCHFH Safety Plan and insure compliance with all aspects of the Safety Plan.
- 12) Must ensure that all "Crew Leaders" or "house Leaders" have the appropriate trainings and certifications i.e Lead Paint, CPR/First Aid.

PRINCIPLE RESPONSIBILITIES:

- 1) Develop a budget and workflow schedule for each house to be constructed. Budget and schedule must be finalized and approved two months before ground breaking.

- 2) Work with Housing Committee to review plan for accuracy and completeness and in establishing specification compliance and maintain an inventory of the construction materials.
- 3) Establish a material procurement schedule, procure the required materials, inspect the materials procured for specification compliance and maintain an inventory of the construction materials.
- 4) Assure the construction blue prints and site layouts are correct and meet all code requirements.
- 5) Assure that the necessary permits are obtained and assure compliance with all required codes and construction design specifications and plans through regular on-site inspections of the construction process.
- 6) Determine the requirements for “job specific” and skilled trade’s supervision. Meet as required with these supervisors to establish an understanding of job status and requirements and need for volunteer assistance.
- 7) Maintain an on-going construction schedule and establish a weekly report to update the Habitat office on the job status and manpower requirements for the next day phase of construction,
- 8) Work closely with the Community Outreach Coordinator to assure adequate volunteer workers are obtained to complete the required work as scheduled.
- 9) Work closely with Neighborhood Revitalization Coordinator on all repair and or rehab projects.
- 10) Responsible for leading the Housing and Safety Committees in partnership with committee chairs and members at large.
- 11) Assure that volunteers are properly trained to perform assigned tasks in a safe manner.
- 12) Establish a management process for inventory and control of Habitat tools.
- 13) Must utilize HFHI Gifts in Kind program for all donated items from HFHI.
- 14) Perform a bidding process for all construction jobs and activities.
- 15) Other items as needed or assigned by Executive Director.

Midland County Habitat for Humanity is an equal opportunity employer. Interested parties should send a resume, cover letter and references to Jennifer Chappel, Executive Director at chappel@midlandhabitat.org or mail them to 1703 S Saginaw Road Midland, MI 48640.

For more information, please visit <https://midlandhabitat.org/about/#career>.

Application deadline is Friday, January 26, 2018 at 4 pm.