



## Construction Manager Position Description

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**Position:** Construction Manager

**Reports to:** President/CEO

**Time Requirements:** Full-time (40 hours weekly); the typical workweek is Monday through Friday, with occasional evenings and weekends.

**Permits and Licenses:** State of Michigan Builders License (or willingness to obtain within 1 year of employment)

**Salary:** \$70,000

**Benefits:** A stipend for medical benefits, Paid Time Off, Sick Time, access to Life Insurance, and Short—and Long-Term Disability Insurance.

### Organization Description

Midland County Habitat for Humanity is a local and independently operated affiliate of Habitat for Humanity located in Midland, Michigan. It is a dynamic nonprofit organization that works to provide affordable homeownership opportunities and home repairs to low—to moderate-income individuals and families in Midland County.

### Position Overview

Midland County Habitat for Humanity (MCHFH) is seeking an outgoing, results-oriented Construction Manager to lead and manage our home construction program. The job description below outlines the overall responsibilities for the Construction Manager position. In addition to those duties, the Construction Manager must have specific leadership skills and abilities to effectively understand and carry out the job responsibilities. The incumbent shall carry out and accomplish a variety of functions supporting the current strategic plan through committee initiatives.

This position works closely with volunteers, homebuyer families, and other staff to fulfill our mission of bringing people together to build homes, communities, and hope!

### Primary Responsibilities

- Responsible for overall budget, project timeline, coordination, management, and supervision of the construction processes required to complete Midland County Habitat for Humanity homes.
- Perform a bidding process for all construction jobs and activities.
- Sound working knowledge of home construction practices and requirements from experience and training.
- The ability to work with a diverse group of professionals and volunteers and understand each person's level of expertise to accomplish the building project as designed.
- The ability to draw/design house plans utilizing Chief Architect software.
- The ability to thoroughly understand building plans and materials required to construct a home efficiently within the time necessary.
- Be able to develop work schedules and communicate these to the appropriate people for scheduling materials, tools, contractors, and volunteers.
- Have a thorough understanding of the various permit requirements and procedures.

- Possess a thorough understanding of the functions and safety requirements of all power tools necessary to construct a home.
- Must perform an annual review of the MCHFH Safety Plan and ensure compliance with all aspects of the Safety Plan.
- Must ensure that all “Crew Leaders” or “house Leaders” have the appropriate training and certifications, i.e., Competent Person, Lead Paint, CPR/First Aid.
- Develop a budget and workflow schedule for each house to be constructed. The budget and schedule must be finalized and approved two months before groundbreaking.
- Work with the Construction and Repair Committee to review the plan for accuracy and completeness, establish specification compliance, and maintain an inventory of the construction materials.
- Establish a material procurement schedule, procure the required materials, inspect the materials procured for specification compliance, and maintain an inventory of the construction materials.
- Assure the construction blueprints and site layouts are correct and meet all code requirements.
- Assure that the necessary permits are obtained and assure compliance with all required codes, construction design specifications, and plans through regular on-site inspections of the construction process.
- Determine the requirements for “job-specific” and skilled trades supervision. Meet as required with these supervisors to establish an understanding of job status, requirements, and the need for volunteer assistance.
- Maintain an ongoing construction schedule and establish a weekly report to update the Habitat office on the job status and workforce requirements for the next day's construction phase.
- Work closely with the Volunteer Coordinator to ensure adequate volunteer workers are obtained to complete the required work as scheduled.
- Work closely with the Homeowner Services Manager on all repair and or rehab projects.
- Responsible for leading the Housing and Safety Committees in partnership with committee chairs and members.
- Assure that volunteers are adequately trained to perform assigned tasks safely.
- Other items as needed or assigned by the MCHFH President/CEO.

**The ideal candidate would demonstrate:**

- Integrity, credibility, and commitment to Habitat's mission.
- Ability to relate to people with diverse backgrounds.
- Effective written and oral communication skills.
- Experience with Microsoft Office programs.
- Attention to detail.
- Self-starter with the ability to work independently.
- Ability to work with a diverse group of professionals and volunteers and understand each member's level of expertise to accomplish the building project as designed.
- Be able to develop work schedules and communicate these to the appropriate people for scheduling volunteers.

**Education/Experience**

- 3-5 years of home construction experience.

**Permits and Licenses:**

- State of Michigan Builders License (or willingness to obtain within 1 year of employment)

### **Physical Requirements**

The physical demands described here represent those that an employee must meet to perform the essential functions of this role successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Willingness to work in a non-traditional work setting, which includes time spent in a warehouse, on a construction site, and in an office setting.
- Will be required to work outdoors in the elements, including heat, rain, and cold temperatures.
- Willingness to drive a vehicle to varying sites to transport supplies.
- Ability to climb, bend, and lift to 50 pounds.
- Ability to speak to a crowd of 30 or more without a microphone.
- Ability to operate a computer.
- Ability to sit for extended periods at a desk/in front of a computer.

Interested parties should send a resume, cover letter, and references to [hiring@midlandhabitat.org](mailto:hiring@midlandhabitat.org) or mail them to 1703 S Saginaw Road, Midland, MI 48640.

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

The application deadline is Wednesday, May 7, 2025, at 4 pm.

### **Prior to Hiring**

Before extending a job offer, the prospective employee will be subject to a sex offender, criminal background, and driving record history check.

### **Equal Opportunity Employer**

Midland County Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best-qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

### **Safeguarding Policy**

We are creating an inclusive, safe culture that provides a meaningful volunteer, employment, and homeownership/repair experience. MCHFH expects all employees, volunteers, and homeowners/repair to behave in a way that reinforces the organization's Christian mission and founding principles. MCHFH, therefore, prohibits any actions or conduct that may discriminate against or harass other employees, volunteers, and families served. MCHFH does not tolerate actions, words, jokes, or comments based on an individual's gender, sexual orientation, race, ethnic background, age, religion, physical condition, or other legally protected characteristics. Any comments or actions, therefore, that demean or are hurtful to people of a specific gender, sexual orientation, race, ethnic background, age, religion, or specific physical condition are prohibited. Any such conduct may result in disciplinary action, including immediate discharge and revocation of volunteer privileges.