



Bringing people together to build **homes, communities and hope.**

Title: Construction Manager

Reports to: Executive Director

Status: Non-Exempt, FT (40 hrs/week)

Vision: A world in which everyone has a decent place to live.

Job Requirements

The construction manager must possess excellent interpersonal skills and a thorough demonstrated knowledge of project management, building materials, an understanding of subcontractor work and requirements, job safety requirements, and construction management and organizational skills. In addition, the construction manager must have an understanding of and ability to work with volunteers.

Job Duties

The construction manager will:

- Manage all on-site construction
- Ensure that all projects are completed on schedule, according to contractual conditions and within budget
- Coordinate with appropriate stakeholders the development of plans that are appropriate to the guidelines of Habitat for Humanity International, the partner families and the specific build site
- Procure competitive bids from area sub-contractors and suppliers
- Develop a house construction schedule including volunteer work days and coordinate each stage of construction to ensure that construction is completed on schedule
- Implement appropriate safety practices and consistently reinforce the importance of job site safety with the volunteers
- Communicate with volunteers on a regular basis during the construction season and work with Volunteer Coordinator to effectively manage volunteers in all aspects of house construction
- Ensure that all volunteers receive appropriate safety training, sign liability waivers and record their volunteer time
- Coordinate orders and delivery of materials so that volunteer time is effectively utilized and work proceeds without interruption
- Direct and monitor all sub-contractors and ensure that their work is completed as contracted and in a timely fashion
- Arrange for all required inspections and coordinate correction of any defects reported to ensure that the house is completed on schedule

- Coordinate return of unneeded materials and make sure that proper credit is received
- Communicate weekly with partner family on status and updates of build
- Supervise the partner family in their sweat equity work and sign off on the work to ensure that all hours are appropriately reported to the Program Manager and Volunteer Coordinator
- Communicate on a weekly basis with the Executive Director to report progress and any problems that may arise
- Prepare a monthly progress report for the Executive Director
- Review all invoices and approve for payment and submit all invoices to the Executive Director for payment no later than the last day of each month
- Conduct a walk-through with the partner family prior to closing and coordinate correction of any defects or any items on the punch list requiring attention
- Coordinate completion of all warranty work reported within one year of the sale of the house
- Attend the groundbreaking and dedication ceremonies for each build
- Other duties as assigned

Qualifications

Education/Experience

- Knowledge and experience in the construction field
- Licensed building contractor with a minimum of two years-experience in building residential homes and project management
- **Or** completion of a four-year apprenticeship program as a carpenter, an associate degree or vocational/technical degree
- Knowledge of government building codes
- Read and understand building plans and blueprints

Skills

- Management experience preferred
- Team building is a plus
- Good anticipatory abilities and ability to effectively act as need arises
- Excellent verbal and written communication
- Effective leadership
- Ability to deal with uncertainty
- Problem solver
- Effective planning/organization
- Proficient in MS Word, Excel and Outlook with adaptability to the use of volunteer management software



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- Ability to lift a minimum of 75lbs. Work will require climbing ladders, considerable standing, bending, and kneeling
- Must pass a criminal background check
- Must hold a valid MT drivers license
- Obtain Certified Red Cross First Aid training and adult cardiopulmonary resuscitation (CPR)

Working conditions

Working conditions will be at various construction sites, many of which will be outdoors.

Working conditions: including inclement weather, lifting heavy objects and hazardous conditions including heights normal to the construction of residential housing.

Hours

Normal hours are Tuesday through Saturday 8 a.m. to 4 p.m. Hours can fluctuate due to weather conditions, volunteer groups and the building cycle. On occasions you will be required to work Monday through Friday to address the needs of volunteer groups coming to work on the job site. All overtime must be approved prior to it being incurred by the Executive Director.

Personnel policies and practices

This position is a full-time position and falls within the Personnel Policies of Habitat for Humanity of Gallatin Valley, Inc. Because this is a full-time position you will be required to sign off on the current Personnel Manual and be familiar with the benefits, limitations and restrictions that are part of this organization's operating practices.

If you are interested in applying for this position with a longstanding, well-known organization, please submit your resumé to karam@habitatbozeman.org. Incomplete submissions will not be accepted.