

**Position:** Construction Manager – Habitat for Humanity of Baldwin County

**Resumes accepted by email to [jobs@hfhmgc.org](mailto:jobs@hfhmgc.org). Cover letter along with three professional references with contact information should be included. No phone calls please. Applications will be considered on a rolling basis, and the position will be open until filled.**

**Primary Role:** Habitat for Humanity of Baldwin County (HFHBC) is seeking a highly motivated individual and versatile team player to manage people, functions, and teams for completing production and program requirements involving construction (new and rehabilitation), warranty, and special projects as assigned. The Construction Manager will oversee all aspects of field construction, move jobs through all phases from build permit to certificates of occupancy, implement the master construction schedule to meet deadlines for phase completion, manage the activities of subcontractors, skilled labor, and volunteers, and implement safety requirements and quality programs.

**Responsibilities:**

- Responsible for completing construction on time and within budget.
- Implements master construction schedule to meet expectations for quality, efficiency, and timely completion of each phase; reports construction progress ensuring data is current and accurate to Construction Director and Director of Operations.
- Coordinates site and development layout activity with Construction Director.
- Coordinates the acquisition of necessary permits and licenses.
- Manages subcontractors in accordance with the contractor profile and master contracts in place to include oversight in bidding, purchasing of materials, and selection of subcontractors.
- Develops and manages the Construction Department budget.
- Ensures all invoices are properly recorded and submitted in a timely manner.
- Purchase and maintain all tools and materials.
- Oversee the maintenance of all HFHMG/ HFHBC assets.
- Ensures all construction gift-in-kind donations are used efficiently, effectively, and documented.
- Ensures homeowner punch list and warranty items are completed in a timely manner.
- Participates in design team chaired by Construction Director any others needed for project design.
- Coordinates with other departments as needed to meet overall organizational goals for operations and special projects as assigned.
- Coordinates with Director of Resource Development for volunteer requirements, special situations and issues, and assigns them to sites and/or tasks accordingly.
- Supervises and directs field construction staff in best practices, safety guidelines, on all activities for overall job progress and makes field staff assignments.
- Oversees special projects to ensure that construction services are performed efficiently, on schedule, and that internal and external communications are managed appropriately.
- Responsible for managing issues of job site safety and security for people, equipment, and construction quality.
- Responsible for construction fleet.
- Perform other duties as required by business needs and requested by the Director of Operations, Construction Director, and CEO.
- HFHBC reserves the right to add or change duties at any time.

**Education and Experience:**

- Bachelor of Science in Construction Management Field or Engineering preferred or a minimum of 5 years in Construction Management and hands-on field construction experience in both new and rehabilitation construction with increasing levels of responsibility and managing field personnel and sub-contractors.
- Knowledge of IRC, local building codes, and permitting.
- Be abreast of all construction safety guidelines set forth by federal, state, and local governments.
- Team player with excellent personnel management skills and capacity to build a strong departmental team.
- Strong communications skills to work with various levels of management in all departments.
- Proven ability to manage a high-production construction schedule with multiple deadlines, in-house and outside resources, and interdepartmental coordination.
- Read and interpret blueprints and specifications to determine construction requirements.
- Experience in negotiating and managing subcontracts.
- Demonstrates planning and organizational skills, including the ability to anticipate tasks, set priorities, meet deadlines and function smoothly under strict deadlines and shifting priorities.
- Exhibit good critical thinking, problem solving, and time management skills with the ability to think strategically and to envision and balance “big-picture” priorities.
- Ability to perform tasks with attention to detail.
- Strong supervisory skills with the ability to recruit, motivate, develop, and retain high-caliber construction staff.
- History of working with and leading volunteers a plus.
- Ability to motivate and train volunteers and future homeowners of diverse races, faiths, and skill levels.
- Must be able to stand, traverse, have good finger and hand dexterity for repetitive motions, stay alert, have exposure to heat, wind, and rain, climb a ladder, do residential construction skills, drive trucks and construction equipment and the ability to move and lift 75 pounds.
- Be willing to work occasional evenings, rotating weekend schedule, and on occasion overtime.
- Computer literacy with demonstrated experience in Microsoft Office products (Project, Word, Excel) and Internet.
- Valid driver’s license and clean driving record.
- Commitment to affordable housing and HFHBC’s mission.

**Employment Status:** Full-Time, salary position at 40 hours per week.

**Salary:** Competitive salary depending on experience, plus a benefits package including medical insurance and 401k options.