Job Tile Construction Manager – New Residential Construction

FLSA Status Exempt

Revision Date 4/22/2024

## POSITION DESCRIPTION:

## The Coastal Empire Habitat for Humanity is looking for a full-time Construction Manager to service the Savannah/Chatham County area. This position oversees planning for residential construction projects and coordinates scheduling and task management for Construction staff, subcontractors and volunteers. The Construction Manager is also responsible for budgeting and controlling costs to ensure homes are affordable for families in the program. This position reports to the Chief Operating Officer (COO).

# ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

* Manage the construction process from the planning phase to completion
* Supervise site operations with construction team, subcontractors and volunteers
* Train subordinates and volunteers on proper construction techniques and applicable safety regulations
* Develop housing plans in collaboration with subject matter experts and Homeowner Services Manager to accommodate the needs of partner families in the program
* Draft project schedules that incorporate partner family program timelines, volunteer availability, and vendor procurement
* Identify available land throughout the affiliate geographical service area to share with the COO and for potential building projects to ultimately be voted on by the CEO and Board of Directors
* Garner relationships with construction partners to source gifts in-kind services and materials
* Prepare materials list from plans and organize timely ordering and delivery of materials and supplies
* Conduct routine reviews to track construction progress and budget conformity
* Track inventory for active projects and supplies for general use
* Comply with jurisdictional and other applicable building codes to ensure quality building standards
* Obtain permits and licenses for projects
* Prepare construction reports to share with internal staff, site volunteers, and the board of directors
* Adhere to the organization procurement policy to maintain a competitive bidding process
* Analyze, manage and mitigate risks to reduce liability
* Perform other duties as assigned by the COO

# SUPERVISORY LEVEL

This position supervises the Construction Supervisor, the Construction Site Leader, the Construction Administrator, subcontractors and volunteers

# EMPLOYMENT STANDARDS AND JOB REQUIREMENTS

**Education, Training, Special Licenses:**

* High school diploma or equivalent required. Post-secondary degree in Construction Management, Architecture, Engineering or related field preferred.
* Either possess a Georgia Residential Contractor License or attain licensure within twelve (12) months after hire.
* Must possess a valid Georgia Driver’s License. Must have an acceptable criminal background check and pre-employment drug screen.

**Experience:**

* Proven work experience in construction management
* Advanced knowledge of construction management processes and methodology
* Expert knowledge of industry services and products, safety regulations and quality standards
* Familiarity with construction management software

**Skills:**

* Lead, manage, supervise and motivate individuals and teams of volunteers
* Plan, schedule, prioritize, coordinate, delegate and manage multiple work activities
* Read and interpret standard residential construction blueprints and specifications
* Analyze challenges in current operations and define alternative solutions to improve performance
* Basic mathematical aptitude to calculate building measurements, supply quantities, and other scalable figures
* Meet stringent deadlines imposed by internal and external entities
* Formulate project budgets and analyze finance reports to maintain adequate cost controls
* Use simple and complex construction tools and equipment to perform duties
* Develop strategic relationships with vendors, subcontractors, and community partners
* Research public and private funding opportunities and proposal requirements
* Build network of industry experts, community advocates, and skilled laborers
* Exude a passion and strong appreciation for the mission of the organization;
* Communicate effectively through written and verbal modes
* Demonstrate strong interpersonal skills to a diverse population
* Exhibit proficiency with Microsoft Office365 software suite (e.g., Word, Excel, Outlook, PowerPoint) and adaptability to use other relevant technology

### WORKING CONDITIONS:

### This job is primarily performed on a construction site with various duties performed in an office setting. This position is scheduled to work forty (40) hours per week, Tuesday - Saturday from 7:30am – 4:30pm with one (1) hour for lunch. Weekend availability and other flexible scheduling is required.

### Sick time is accrued at five (5) days per year and earned on a prorated basis after ninety (90) days of service. Vacation time is accrued at ten (10) days per year and earned after twelve (12) months of service. Medical reimbursements and retirement benefits are offered after ninety (90) days of service.