

CONSTRUCTION MANAGER POSITION DESCRIPTION

REPORTS TO: Construction Director

STATUS Full time, Permanent, Non-Exempt

OVERVIEW The Construction Manager's primary objective is to manage the day to day operations of primarily new residential construction including, but not limited to, scheduling of subcontractors, inspections, deliveries (in conjunction with purchasing personnel) and volunteer labor (in conjunction with Community Outreach). The volunteer experience is vital to the function of the organization and therefore this position requires excellent verbal communication skills, a positive attitude and strong awareness of utilizing volunteers' time efficiently. This position typically manages a team of 3 staff members, overseeing their management of up to 60 volunteers. Other duties include managing and fostering relationships with subcontractors, volunteers and Crew Leaders, assisting with building plans and site development, developing construction quality assurance methods to improve long-term products, ensuring positive experiences for volunteers and working closely with Habitat team to build and repair homes. With safety at the forefront of everything done at the organization, it is imperative that this position always be aware of surroundings, quick to respond in the event of an accident and conscious of any unsafe conditions that may arise.

ESSENTIAL FUNCTIONS *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Please note this job description is designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Ability to read & interpret construction building plans, understanding of grading plans and a working knowledge of construction management software.
- Ability & willingness to work with and teach construction techniques to unskilled volunteers and future homeowners.
- Collaborate with Construction Site Supervisors and Construction Coordinator to maintain the budgeted building schedule.
- Project management of each new construction building site to ensure all impacted construction and volunteer parties meet critical project milestones.
- Work closely with Construction Coordinator to ensure materials are ordered and delivered to site to meet schedule.
- Identify methods to streamline and increase efficiency of construction schedule and make recommendations to supervisor for implementation or modification of existing systems.
- Identify opportunities to decrease construction costs and incorporate Gift in Kind material donations where possible.
- Lead activities and behaviors which promotes safety for staff, volunteers and subcontractors.

- Coordinate volunteer scheduling between Community Outreach and the budgeted building schedule.
- Provide leadership and management of Subcontractors, Construction Site Supervisors and AmeriCorps members.
- Assist in developing annual building schedule for budgeting purposes.
- Provide Site Supervision during large Volunteer events, typically on Saturdays and as occasional relief to Construction Site Supervisors during scheduled time off.
- Conduct homeowner walk-throughs to educate and familiarize the home buyer with the basic functions and maintenance requirements of the home.
- Participate in daily construction meetings
- Order and file paperwork as required throughout the various stages of construction
- Communicate important milestones and activities to other departments.
- Maintain a well-organized trailer and jobsite at all times.
- Attend and participate in select affiliate events; responsibilities may include set up, cleanup, and engaging with attendees and informing them about the AmeriCorps program, our affiliate's mission and education programming, and how to become a volunteer and/or home owner.

SUPERVISORY RESPONSIBILITY

Construction Site Supervisors and subcontractors

EDUCATION AND EXPERIENCE

- Bachelor's degree preferred, equivalent experience considered
- Minimum of five years rough carpentry or residential construction experience

COMPETENCIES

1. Framing & Carpentry Skills
2. CPR & First Aid Certification (will be provided if not current)
3. OSHA Competent Person 16-hour Certification (will be provided if not current)
4. Florida Building codes
5. Basic Software competency and ability to perform basic tasks on computer and mobile applications.

SKILLS

- Excellent verbal communication skills
- Enthusiasm, ability to work on a team and detail oriented
- Thorough understanding of residential construction practices in Florida
- Working knowledge of OSHA safety requirements
- Must possess a passion for Habitat's mission and purpose
- Must possess a valid Florida driver's license with clean driving record
- Strong knowledge of and experience with carpentry skills for the quality construction of homes from foundation to final finishes is required

WORK ENVIRONMENT

The primary location for this position is an active construction site with uneven terrain. The employee will work both indoors and outdoors during all types of weather. While performing the duties of this job, the employee may periodically be exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is

occasionally exposed to a variety of extreme conditions at construction job sites. The noise level in the work environment and job sites can be loud. The position regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and debris.

**EXPECTED
HOURS OF
WORK**

This position requires long hours and weekend work. The primary schedule is Tuesday through Friday from 7:00am to 4:30pm with a 45 minute lunch break and Saturday from 7:00am to 12:30pm

**PHYSICAL
REQUIREMENTS**

- Ability to be on one's feet for extended periods of time, often on rough and uneven terrain
- Ability to lift at least 50 lbs. on a regular basis
- Ability to work on ladders and heights of up to two-stories
- Ability to work in varying weather conditions – sites are often not heated during winter and not air-conditioned during summer
- Good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination

TO APPLY

Please send resumes and cover letters to jobs@beacheshabitat.org All resumes will be reviewed upon receipt.

**OFFICE
LOCATION**

797 Mayport Road
Atlantic Beach, FL 32233

Beaches Habitat for Humanity, Inc. 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.