

**REPORTS TO:** Executive Director

**COOPERATES CLOSELY WITH:** Volunteers of varying skill levels, the Family Services/Selection Committee, Habitat Partner Families/Individuals, and the Board of Directors

**POSITION SUMMARY:** The Construction/Project Manager must have professional construction and supervisory experience. He/She will oversee all aspects of Hancock County Habitat for Humanity's construction process in a way that maximizes volunteer labor and materials to produce quality, accessible, energy-efficient homes in a safe, affordable manner. He/She will oversee an average of 1 new residential construction project each year (and potentially some additional home rehabilitation sites as time and resources allow), ensuring that each project is consistent with the mission and vision of HFH. **The Construction/Project Manager may either be a P/T employee of Hancock County Habitat or an eligible independent contractor.**

### **KEY RESPONSIBILITIES:**

#### **Construction Planning**

- Obtains the appropriate building permits and orders inspections—ensuring that the projects are being completed to the most recent IRC code (at minimum, even in the absence of local codes)
- Creates a construction schedule and site development plan for each project and for the build season
- Develops working relationships with contractors and vendors
  - Establishes a bid process and recommends contracts
  - Procures all building materials: negotiates pricing, participates in the solicitation of in-kind goods and services, makes purchase orders, and monitors the delivery and security of materials
- Oversees tool/equipment inventory, management and repairs
- Supervises all site preparation and layout

#### **Construction Management**

- Oversees the development and execution of short and long-term construction schedules in coordination with key Habitat staff and volunteers for whom he/she is the primary project contact
  - Schedules each workday with appropriately sized crews
  - Provides weekly plan and status updates
- Is available on the jobsite at various key times—e.g., at all times when scheduled volunteers are present and, on occasion, when subcontractors are at work; **Saturday work-day supervision is required.**
- Trains, supports/motivates and supervises all volunteers and professional construction personnel—ensuring a consistently good and welcoming site experience
  - Provides a morning orientation for volunteers to introduce them to the day's activities, safety procedures, the Habitat model, and the homeowner for whom they are building
- Participates in identifying, recruiting and providing development opportunities for skilled volunteers—including crew leaders and long-term volunteers
- Treats house recipient partners with respect and dignity, models this to our volunteers, and works with staff and Family Services to ensure that partners are productively involved in the construction process
- Establishes, follows and evaluates a worksite safety program in coordination with/under the oversight of the Executive Director – ensuring the safety of volunteers, visitors, staff and subcontractors
  - Reports and addresses any accidents or unsafe conditions immediately
- Develops construction quality assurance methods/checks to improve build product and homeowner satisfaction
  - Addresses all 1-year warranty complaints and repairs
- Maintains a site log for each project  
The site log is an on-going daily diary of significant project events. The log provides continuity—

outlining the site progress for all those in leadership positions. The log should note issues that arose during site visits, issues discussed during meetings, important phone calls, and the number of daily volunteers present on site as well as hours performed by each. The log should always be easily accessible so that any member of the affiliate staff or Board can review these notes. A separate section of the log should include site sign-in sheets, adult and youth liability waivers, and homeowner sweat-equity logs.

### **Board Reporting**

To avoid a conflict of interest, the Construction Manager shall not serve on the Board of Directors but will provide written monthly updates to the Board via the Executive Director or the appropriate committee chair. The Construction Manager may be asked to assist the Board by recruiting those who are familiar with the policies of Habitat for Humanity and/or who have the skills needed to build a balanced team to oversee the overall construction program of the affiliate.

### **REQUIRED KNOWLEDGE AND SKILLS / PERSONAL ATTRIBUTES:**

Because Habitat for Humanity is much more than a non-profit home-builder, the Construction Manager should have a strong commitment to Habitat's ideals and philosophy. In addition, they should be able to demonstrate:

- The ability to work and communicate well with people of all races, faiths and backgrounds
- The ability to work with minimum supervision
- The ability to act as a public advocate for affordable, accessible and energy-efficient housing
- A strong background in residential home construction – minimum of five years of related experience
- A familiarity with ME and local building regulations and a willingness to become knowledgeable in and abide by IRC and Habitat standards and construction programs
  - Attendance and certification [good for 3-years] through Habitat for Humanity International's 2-day *Competent Person Safety Training* course [travel required but paid for by HCoHFH], **or** already holding the equivalent HFHI accepted OSHA training certificate(s)

**JOB TYPE:** Part-time, year-round – generally one weekday [some flexibility on day(s) for planning purposes and/or midweek work crew leading] **plus** Saturdays [required] – as an employee or an eligible independent contractor. Early May start date with potential training days of May 21<sup>st</sup>-23<sup>rd</sup> (negotiable).

**COMPENSATION:** Commensurate with experience; please include your requirements in any job application correspondence. Prorated PTO benefits for employees.

**TRAVEL & VEHICLE REQUIRED:** Hancock County Habitat's official service area is the entire county, although our projects tend to be within a 20-30 mile radius (1-way) of Ellsworth, Maine. Our 2017/2018 project is planned to be built on a lot in Franklin. A reliable personal vehicle which can accommodate the transportation of work tools and equipment is required; **no** company vehicle provided.

### **APPLICATION:**

3-part job application including formal Habitat paperwork, resume & cover letter. Please email completed application packets to [director.hchh@gmail.com](mailto:director.hchh@gmail.com) or mail to Hancock County Habitat • PO Box 343 • Ellsworth, ME 04605. The official application for employment, including a form granting permission to perform background and driving record checks, can be found at [www.HancockCountyHabitat.org](http://www.HancockCountyHabitat.org). No phone calls or drop-in interviews granted, although printed copies of this document and the formal application may be picked up at our ReStore (218 Downeast Hwy) during normal business hours. Applications accepted until position is filled.

***E.O.E.** – Applicants for employment will not be discriminated against on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, age, medical condition, physical or mental disability, pregnancy, veteran status, marital status or any other category protected by law in any employment-related decision.*

