



Position Description – Construction Manager HFHMC

HFHMC will contract with a Construction Manager (CM) to direct and manage our available resources to build a Habitat home. The CM is the primary Habitat representative at the building site, oversees all construction tasks, and will be hired on a “per house” basis. Effective management will result in good quality, lower cost construction, predictable scheduling, and a safe worksite with a pleasant atmosphere where many can participate.

Responsibilities:

1. Manage construction activities
 - Coordinate appropriate materials from approved vendors
 - Oversee daily construction activity; be present on the jobsite on scheduled workdays
 - Pull necessary permits as required
 - Order inspections as needed
 - Ensure building complies with Uniform Building Code & MN Green Building Standards
 - Recommend changes to floor plans as needed
 - Return project-related phone calls promptly
 - Keep current with local building code requirements and ensure that the Habitat house is in compliance
 - Explore new materials and methods that would increase efficiency and/or lower costs
 - Coordinate the work of sub-contractors; monitor and insure quality of all sub-contracted work
2. Manage construction costs
 - Assist with budget for home
 - Utilizing local sub-contractors whenever possible
 - Assist in development of in-kind labor and materials
3. Manage volunteers at the construction site
 - Ensure proper instruction on Habitat’s construction practices are given to volunteers
 - Ensure proper tools, equipment & materials are available
 - Require all volunteers to complete the daily sign in sheet and waiver
 - Give volunteers meaningful work experience
 - Enforce safety policy on the job site
 - Communicate the Habitat story
4. Maintain tools & equipment
 - Manage worksite and warehouse tool inventory & storage
 - Replace/repair tools as needed
 - Assist in procuring tools and equipment
5. Work with partner families through the construction process
 - Supervise partner families as they complete sweat equity hours
 - Complete walk-through with families upon completion
 - Ensure that all items on the punch list from the walk-through are completed
 - Follow up on all warranted items in a timely manner in the first year after construction, should repairs be needed

Key Working Relationships:

The CM will maintain key relations with:

- Individual volunteers
- Volunteer groups
- Sub-contractors
- Government construction inspectors
- Habitat for Humanity staff
- Habitat for Humanity partner families

Performance Measures:

- Ensure a first rate volunteer experience on the job site
- Effective, timely & consistent volunteer organization
- Management of construction costs through efficient building, bidding process, and expanded in-kind donations of labor and materials
- Adherence to high quality building standards and practices
- Efficient management and utilization of equipment, materials and in-kind donations
- Timely completion of projects

Purpose:

Habitat for Humanity of Morrison County (HFHMC) is building utilizing volunteer labor and sweat equity from the Habitat partner families. The CM is responsible for the successful outcome of the construction project. The CM oversees all aspects of the building program ensuring the quality of construction as well as the experience of volunteers and Habitat partner families that are completing the work.

Key Responsibilities:

- Assist in developing house plans
- Assist in developing a construction budget
- Ensure proper tools and materials are on site when needed
- Manage all sub-contractors
- Serve as the crew leader for volunteers on site
- Tell the Habitat story
- Teach the Habitat way of home construction
- Assist in recruiting volunteers
- Help evaluate construction techniques for the affiliate

Qualifications:

- A commitment to Habitat for Humanity's mission
- A minimum of 4 years experience in residential construction
- A demonstrated work ethic
- Demonstrated ability to build relationships and work effectively with people of diverse social and economic backgrounds
- Strong leadership and organization skills
- Ability to teach unskilled volunteers in the tasks of home construction
- Personal integrity
- Excellent oral and written communication skill

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