

POSITION DESCRIPTION: CONSTRUCTION MANAGER



Position Description:	Construction Manager
Reports To:	Executive Director (E.D.)
Employment Status:	Full-Time, Salaried / Executive Exempt from FLSA
Supervises:	Construction Supervisor(s), Worksite Volunteers and advises Volunteer led Building & Site Selection Committee

THE ORGANIZATION: York Habitat for Humanity, Inc. (YHFH) is the York, Pennsylvania affiliate of Habitat for Humanity, International, and an ecumenical, Christian housing ministry.

JOB FUNCTION: The Construction Manager is responsible for all aspects of the home building and remodeling functions undertaken by York Habitat for Humanity to fulfill its mission of providing safe, decent, and affordable housing to low income families in York County, in conjunction with the Executive Director, Board of Directors, and Building & Site Selection Committee. The Construction Manager exemplifies the compassionate mission of Habitat for Humanity and upholds the standards of Habitat for Humanity International, adheres to the state-wide building code and requirements of the local municipalities.

RESPONSIBILITIES:

General

- Maintain a safe, well-organized, efficient shop, warehouse and construction site assuring OSHA and HFHI Compliance.
- Maintain all company vehicles.

Community Relationships

- Establish and maintain relationships with the York City Redevelopment Authority, York Builder's Association, Remodeler's Council, local sub-contractors and businesses that help further the mission of York Habitat for Humanity.
- Develop and nurture relationships with local municipalities and codes enforcement officers.
- Initiate and nurture relationships with a wide variety of vendors, subcontractors, professional tradespersons, and skilled laborers, promoting Habitat's mission of affordable housing, and seeking on-going commitments for in-kind gifts of time (crew leaders), materials, and professional trade services.
- Pursue strategic relationships with suppliers, and general public, to receive a continuous influx of material donations while minimizing the store of excessive materials.
- Initiate and nurture relationships with the York County School of Technology, York Technical Institute, Kinsley Education Center, and other educational organizations encouraging supervised student involvement on Habitat worksites.
- Select quality dependable subcontractors, obtaining proof of insurance, tax ID, and licensure/certification.

Safety

- Oversee and enforce a strict safety policy for all staff and volunteers.
- Post "No Trespassing" signs on projects under construction and/or vacant.
- Monitor all properties owned by Habitat for grass height, security, snow and public safety issues.

POSITION DESCRIPTION: CONSTRUCTION MANAGER

Property Acquisition & Land Development

- In conjunction with the Building & Site Selection and Family Service Committees seek land and existing properties for future Habitat homes. Follow a systematic process for selecting properties based on Habitat's criteria. Maintain records on properties researched.
- Conduct due diligence on the properties (zoning, infrastructure needs, setbacks, deed restrictions, liens, public utilities, etc.) prior to recommending the purchase to the board of directors, complete with estimated costs of project.
- Network with local municipalities to encourage incentives for builders to incorporate affordable housing into mixed-income communities.

Regulatory Compliance

- Obtain permits and inspections in accordance with state and local codes/laws.
- Remain educated and current on the state-wide building code, lead certification and other residential construction-related regulatory issues.

Project Management

- Oversee all Habitat construction projects from start to finish.
- Identify required setbacks and other building restrictions.
- Communicate with architect, meet on-site, and obtain architectural drawings for future builds in a timely fashion.
- Obtain land development plans for multiple lots working, with municipalities and local government offices.
- Obtain permits in a timely fashion to ensure that construction stays on schedule and on budget.
- Prepare for, and present plans to HARB, negotiating affordable, sustainable compromises as able.
- Do materials take-offs from blueprints.
- Create the projected build schedule; including the number of volunteers needed each day. Anticipated schedule dates for professional tradespersons or schools, and projected completion date.
- Provide list of materials to volunteers to solicit in-kind donations.
- Meet subcontractors on-site and seek written detailed quotes on materials and subcontracted labor.
- Develop detailed project cost estimates to be used for grant writing, accounting controls, and budgeting.
- Write contracts in accordance with state-wide registration guidelines for rehab/repair projects.
- Supervise site preparation, layout and excavation.
- Provide guidance, training, and supervision to the Construction Site Supervisor(s). Recognize the importance of teaching the Site Supervisor and Crew Leaders to ensure a quality product without their dependence on the Construction Manager.
- Coordinate subcontractors and oversee their work.
- Schedule inspections in a timely fashion.
- Maintain daily communication with the Volunteer Coordinator.
- Oversee NRI – Write or review scope of work, coordinate material and equipment to be on site when needed, submit all paper work needed for ERR and Code violation reviews. Insure all work is completed as per scope of work.
- Supervises all warranty complaints and repairs.
- Supervise, Coordinate all Swingin' Seniors (Retired Volunteer group) in the area's rehab activities to ensure safety, engagement and a positive experience.

POSITION DESCRIPTION: CONSTRUCTION MANAGER

Administrative

- Approve Construction Site Supervisor timesheets and time off requests.
- Communicate continuously with the E.D. concerning the status of projects, volunteers, donations, unforeseen obstacles to construction, worksite injuries, job costs, etc.
- Assist in the preparation of the annual operating budget with regard to build/rehabs for the fiscal year helping the E.D. and Board anticipate expenses.

Minimum Education and Experience Requirements, Knowledge, Skills, and Abilities Required:

Minimum of 3 years in Residential Construction management experience and:

The successful candidate will possess excellent interpersonal skills and a thorough, demonstration knowledge of affordable residential construction, including new construction and extensive rehabs. Qualifications include proficiency in using MS Word, Excel, and Outlook, construction management software, a thorough knowledge of building materials, understanding of subcontractor work and requirements, construction management skills, job site safety skills, a team commitment, excellent verbal and written communication skills in individual and group settings, a valid driver's license, a willingness to work well with a diverse range of people, capable leadership, adaptability to changing priorities, and a commitment to the Habitat mission are necessary for success in this position.

Work Environment: This position requires commuting to/from job sites in York County. An office, desktop computer, and cell phone will be provided. York Habitat is blessed to have a large warehouse and workshop at its headquarters. Some evening and weekend hours required (typically one committee meeting per month, the Builder's Association meeting, and 1-2 Saturdays leading community volunteers). This position requires the physical ability to work on-site, although it is not intended to be a large percentage of the Construction Manager's time.

Personal Attributes:

- Community-minded, personable, positive and encouraging attitude.
- Compassionate approach to leadership in keeping with the Habitat ministry.
- Must be a good listener and be able to engage in discussions, while also balancing the work that needs to be accomplished.
- Must have good anticipatory abilities and personally act on same as need arise.
- Must be willing to understand the big picture of the Habitat Ministry and know that construction is only a part of the larger goal.
- Must be strategically minded
- Administratively oriented.

If interested and qualified, please submit resume, cover letter, salary expectations and proof of any certifications to: mark@yorkhabitat.org by close of business on April 15, 2016