



Position: Construction Director

Reports to: Executive Director

Qualifications: High School Education, experience in residential building construction, proven management /leadership abilities

Requirements/Skills: Must be goal-driven, results-oriented and committed to the organization's goal to build quality, affordable homes. Must have an understanding of the mission, history, values and goals of our Christian organization and be able to communicate this information to diverse groups of volunteers, sponsors and the community. Must demonstrate strong written, oral and interpersonal communication skills. Must have a valid driver's license. The ability to work effectively as a team member with staff and volunteers from all races, faiths and backgrounds is essential. Must have a strong background in residential home construction, an absolute commitment to job safety and be computer literate.

Job Classification: Part-time hourly. At this time, we do not offer benefits such as paid holidays, vacation, health insurance, 401(k) or other retirement packages for part time positions.

Hours: The work hours vary seasonally with as few as 2 hours per week during the off-season and as many as 40 hours per week during the construction season. Saturdays during construction season are a must.

Responsibilities: Oversee all aspects of Habitat for Humanity of Grant County's construction process in a way that utilizes staff, volunteer labor and materials to produce quality homes in a safe affordable manner. Position will include scheduling, planning, procurement, working with subcontractors, site selection, working with architects, zoning, building permits, site management and the unique opportunity of working with volunteers. Specific duties include but are not limited to:

Construction Preparation

- Work with Executive Director and Site Selection Committee to identify potential building sites.
- Work with the Executive Director. to develop an overall construction plan for each build season.
- Responsible for obtaining or modifying usable blueprints for HFHGC use.
- Adjust building plan as needed by site and family requirements. Maintain working drawings with adjustments.
- Develop detailed schedules for each project.
- Arrange for site plans, erosion drainage and surveys to be done. Check with local authorities to guarantee availability of gas, water, sewer and power. Order temporary power and restrooms for build sites.
- Apply for permits. Work with city on any additional requirements.
- Be familiar with HFHI requirements and suggestions regarding building.
- Advocate for accessible and energy-efficient housing and explore new construction methods and new building materials.

Construction Management

- Supervise professional and volunteer construction personnel. Utilize existing skilled persons maximizing benefit.

- Identify, recruit, train and support volunteer construction supervisors.
- Provide training opportunities for volunteer construction supervisors.
- Develop and maintain an overall plan for construction. Recruit, train and manage volunteer construction supervisors, lead monthly construction committee meetings and communicate plans with staff
- Work with committee chairs and affiliate staff to ensure that volunteers and partner families are productively involved in the construction process. (The houses should not be built by the Construction Staff and a select few volunteers.)
- Work closely with the Volunteer Coordinator to apprise him/her of volunteer and skill needs and cooperate with scheduling of volunteer groups.
- Attend special events and conferences as appropriate
- Work with leaders to implement safety program and assure staff or volunteer leader has licensure or credentials needed for specific duties (when required).

Construction Procedure

- Let contracts to subs and insure timely and accurate completion.
- Order inspections, and ensure that houses are built to code.
- Use in-kind material and labor when possible.
- Provide updates regarding estimated completion dates.
- Responsible for projects until 100% complete and sold to homeowner.
- Responsible for warranty work including sub work, improper drainage, and appliances.
- Oversee final walk through with partner family, assure punch lists are completed

Materials and Labor Procurement

- Ensure timely clear communication with contractors and vendors. Develop working relationships.
- Responsible for ordering correct quantity and having materials delivered on time.
- Maintain connections to suppliers
- Negotiate prices and timelines for sub-contracted labor and materials, use bidding process when applicable and oversee quality control.
- Be prepared to purchase supplies for inventory when on sale.
- Organize, inventory and maintain the affiliates trailers and tools.

Management of Information

- Develop and maintain purchase order system and approve all construction-related invoices (and code appropriately).
- Record and estimate value of in-kind gifts
- Develop and utilize budgets for home construction and tool and trailer acquisition

Additional Responsibilities

- Work with Executive Director to prepare and annual budget for home construction.
- Make informational presentations to churches, businesses, civic organizations and other volunteer groups as needed.

Habitat for Humanity of Grant County affirms its social and legal commitment to promote an atmosphere and environment that recognizes the principle and practice of equal employment opportunity. As such, Habitat for Humanity of Grant County does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, status with regards to public assistance, membership or activity in a local commission or citizenship status, or any other characteristic protected by law.