

**POSITION TITLE:** Construction Project Manager

**REPORTS TO:** Executive Director (after probation period)

**ANNUAL SALARY RANGE:** DOE

**HOURS/SCHEDULE:** Tuesday - Saturday, 7:30-4:00 PM

Tri-County Partners Habitat for Humanity works in partnership with families to build homes providing an opportunity for a decent, affordable place to live. Tri-County Partners serves Benton, Franklin and Walla Walla counties in SE Washington. We seek a Construction Project Manager (CPM) to lead and coordinate building activities. The position requires extensive construction knowledge, project management expertise, an enthusiasm to work with volunteers, and good communication skills.

### **JOB SUMMARY**

The Construction Project Manager plans, coordinates, and oversees a wide variety of residential construction projects in multiple locations involving the installation of supporting infrastructure, construction of houses, and the installation of building systems and components. Much of the work in this job is administrative and while the manager will typically have an office, much of the work is performed in the field at the construction sites.

The position oversees the home construction process from conceptualization to completion. This includes oversight of construction crew leaders, contractors, various trade workers, and construction volunteers. The construction project manager will be expected to provide periodic reports on the progress of the projects for which he is responsible.

This job requires a lot of multitasking, so the demonstrated ability to stay calm under pressure while keeping deadlines is important. The Construction Project Manager must maintain high standards of quality, so will be expected to oversee all steps of the construction process. Leadership and communication skills are critical, as the Construction Project Manager will be overseeing the work of subcontractors, and many (unpaid) volunteers.

### **ACTIVITIES AND RESPONSIBILITIES**

- Plan and oversee the implementation of the development and design for home construction projects.
- Oversee budgeting, scheduling, and other managerial aspects of the Affiliate's home construction projects.
- Estimating, carrying out quality control reviews, creating and monitoring work schedules and project completion schedules, and creating proposals and requests for proposal.
- Acquiring the most suitable materials within a given budget and assuring required materials are on-site in advance of need and in sufficient quantity to support planned work flow.
- Hiring quality subcontractors and who are willing and able to complete the jobs necessary at an affordable price.

- Consulting with families and Affiliate representatives to monitor and adjust project development as required.
- Meet regularly and coordinate strategy with the Building Construction Committee
- Maintaining close coordination with the Affiliate Volunteer Coordinator and site construction to assure effective and efficient use of volunteers, particularly large volunteer groups.
- Interface with Affiliate Family Services Coordinator regarding issues (e.g. home specific finish selections, closing dates, walk-throughs, etc.) related to family partners.
- Make sure that safety guidelines are being adhered to by all parties on the construction work site.

## **REQUIREMENTS**

- Must have demonstrated planning skills and be able to effectively schedule tasks, meet deadlines, and follow a budget.
- Must be able to act decisively, be flexible, and effectively manage multiple tasks simultaneously in a fast-paced environment.
- Must effectively manage contractors and vendors, monitoring quality of work they perform, and assure tasks are completed within budgetary and time restrictions
- Must be able to read blueprints and schematics, know and understand building codes and relevant laws, and understand HFH construction principles to ensure the project is in compliance with building standards, regulations, and HFH standards.
- Must have a thorough knowledge of construction safety practices/requirements.
- Must have extensive knowledge of tools, processes, and materials involved in general residential construction.
- Must be able to work Tuesday - Saturday, 7:30 - 4:00 PM
- Must demonstrate assertive and attentive communication skills, both written and verbal.
- Successful passage of criminal history background check, drug and alcohol test
- Commitment to the mission and principles of Habitat for Humanity

Formal education is not necessarily required, though education in building science, civil engineering, business, or project management is deemed beneficial. A working knowledge of CSI MasterFormat to characterize project information, as well as basic skills with email, word processing, spreadsheet applications, and project management software (e.g. MS Word, Excel, MS Project), are highly desirable. Most important is demonstrated relevant work experience in the residential construction industry, including the number of years of experience in the field and at least some formalized on-the-job training.