

Habitat for Humanity of the Chesapeake • 3741 Commerce Drive, Suite 309 • Baltimore, MD 21227
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Job Title	Construction Program Manager
Reports To	Chief Operating Officer
Department/Division	Construction/Programs
Grade/Level	I
Exempt or Non-exempt	Exempt
Hours per week	40
Typical Days/Hours Worked	Typical schedule: Tuesday 7:30am – 11:30am; Wednesday - Saturday 7:30am – 5:00pm (or flexed to serve the organization); occasional Sundays may be required. (Flexible schedule may be possible after 6 months).

Organization Mission: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Organization Vision: A world in which everyone has a decent place to live.

Job Purpose

The Construction Program Manager will oversee all volunteer aspects of new construction, remodeling and other projects performed by our affiliate in accordance with our policies and government regulations.

Primary Duties and Responsibilities

Staffing/Performance Management

A. Construction Team Management:

- Create and manage construction schedule using Microsoft Project.
- Ability to train and oversee all construction personnel (skilled or unskilled) to build a high quality product on schedule and on budget.
- Create and manage budget with Construction Manager and Chief Operating Officer.
- Conduct regular construction planning meetings.
- Provide staff performance evaluations annually and ongoing coaching as needed.
- Serve as staff liaison for Construction Committee.
- Assist in identification and recruitment of key staff, volunteer leaders and interns.

B. Safety Program Management:

- Maintain and keep updated affiliate safety manual and document routine safety activities.
- Ensure high standard of safety on construction sites and warehouse areas.
- Ensure staff participation in all safety programs including those offered by Lockton Insurance Co.
- Maintain safety compliance knowledge through required trainings and disseminate to all those who come to a Habitat jobsite.

C. Project Management:

- Coordinate and complete construction projects in accordance with project budget, construction schedule, volunteer schedule, technical plans and building code requirements.
- Coordinate scheduling of inspections and subcontractors with Site Supervisors.
- Estimate material needs with Site Supervisors to ensure timely deliveries and proper quantities.
- Ensure all subcontractors submit needed documents prior to commencing work. (I.e. INS, MBE, etc.).

- Determine and manage Habitat for Humanity International (HFHI) Gifts in Kind (GIK) orders and needs.
- D. Volunteer Crew Management:
- Coordinate with Volunteer Manager all projected volunteer needs and adjustments as necessary.

Inspection/Maintenance

- Regularly performs inspections of properties and units under construction to ensure the work conforms to specifications, budget and schedule. Initiates any repair or replacement needs and/or adjustment of working procedure.
- Work with direct reports to assure that all necessary tools, equipment, materials are properly maintained, stored, checked for quality and inventoried regularly while returning or discarding any item that does not meet Habitat's quality standards.

Safety

- Maintain a hazard free, clean workspace.
- Understand and operate by safe-work-practices at all our locations and events to ensure we meet, if not exceed, OSHA and Habitat safety policies and procedures.
- Ensure that all team members and volunteers are aware of and operate by Habitat's safety policies and procedures.
- Exercise outlined safety protocols by immediately notifying and collaborating with management on any safety related incident and/or respond to a report involving Habitat or any other related team members (workers, volunteers, and subcontractors).
- Initiate and / or provide assistance for the proper investigation regarding safety incidents by following Habitat Safety policies and procedures.

Records

- Assist construction manager in maintaining records of job changes.
- Maintain safety log.

Perform other duties as assigned.

Qualifications

- Commitment to the mission of Habitat for Humanity.
- Strong leadership skills, including management of and accountability for staff performance
- Excellent organizational skills, including prioritizing, analyzing, multi-tasking, problem solving and decision making.
- Excellent relationship-building skills with an ability to negotiate and to relate to people with different backgrounds, with flexibility and patience.
- Effective teaching, coaching and mentoring skills (especially for volunteers, partner families, staff).
- Excellent written and verbal communication skills.
- Skilled in the use of computer programs related to general professional office operations and the construction business such as AutoCAD, Microsoft Project, and Microsoft Office suite.
- Ability to speak publicly about the mission of Habitat for Humanity and encourage support of volunteers, donors, suppliers and contractors.
- Ability to effectively engage large groups of people in meaningful volunteer activities.
- Promote stewardship of all Habitat resources.
- BPI, Resnet, Energy Star, LEED or Passive House certifications a plus.
- Valid driver's license with clean driving record.
- Degree in construction-related field, or equivalent job experience.
- Certification in Project Management (PMI or PMP) a plus
- First Aid and CPR certifications a plus
- OSHA 30 or Habitat Competent Person certifications.

Working Conditions

While performing the duties of this job, the employee is required to frequently inspect the project and may be exposed to ongoing construction in various weather conditions. The noise level in the work environment may range from moderate to loud. This role uses various construction tools and is required to adhere to all HFHC safety standards.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. The employee is frequently required to use hands and arms and is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and move materials up to 75lbs. Specific vision abilities include close vision and color vision. The employee is required to wear appropriate work attire including safety equipment (hard hat, gloves, steel toed shoes) when working on job sites.

Direct Reports

Construction Site Supervisors, Assistant Construction Site Supervisors; and may include Habicorp trainees and volunteers.

Position is eligible for the following

Medical, Dental, Vision, 403B, Short Term Disability, Long Term Disability, Cell Phone reimbursement, Gym reimbursement

Equal Opportunity Statement

Decisions and criteria governing the employment relationship with all employees at Habitat for Humanity of the Chesapeake are made in a non-discriminatory manner, without regard to race, color, religion, sex, national origin, disability and pregnancy, veteran status, age, FMLA status, or any other factor determined to be unlawful by federal, state or local statutes.

Department of Labor

Habitat for Humanity Chesapeake undertakes every effort to ensure compliance with the Department of Labor and Fair Labor Practices (<https://www.dol.gov/whd/regs/compliance/hrg.htm>). Please contact the Office of the Chief Financial Officer / Human Resource Support Service at any time with any questions and concerns.

Approvals

Employee Signature

Printed Name

Date

Director Signature

Printed Name

Date

Reviewed by (Name/Date)	
Approved by (Name/Date)	
Revision(s)-(Name / Date)	