



Habitat for Humanity of Gaston County Job Description

Job Title: Construction Manager

Reports To: Executive Director

FLSA Status: Exempt

Effective Date: March 2019

Job Summary: Direct and coordinate the activities of the Habitat for Humanity of Gaston County affiliate construction operations, including construction, critical repairs, and land procurement. Execute the organization's annual construction plan by performing the following:

Essential Duties and Responsibilities

Construction Management

- Plan and manage the overall construction process for new construction and rehabs as well as all construction related activity for critical home repairs with guidance and direction from the Executive Director, including but not limited to:
 - Planning and scheduling of all construction activity with government entities including permitting, setting of water/sewer taps, etc.
 - Obtaining competitive project estimates
 - Coordination, scheduling, and oversight of subcontractor activities
 - Coordination of material purchases
- Participate in formulating and administering construction operations policies
- Work closely with Program Manager in scheduling of volunteers for construction related projects by providing current, accurate construction project schedules and advising in a timely manner any schedule changes
- Confer with the Executive Director and other appropriate personnel to review project progress and discuss required changes in schedule resulting from current status and conditions
- Analyze activities, costs, operations, and forecast data to determine progress toward stated goals and objectives
- Develop appropriate budgets and ensure all construction activities are functioning within budget parameters and schedules

Resource Development

- Foster and maintain healthy relationships with house sponsors, volunteers, and contractors/vendors
- Working with Executive Director, establish contacts for building material donations and in-kind services for use in the construction of Habitat homes and critical home repairs
- Assist the Resource Development team in the recruitment of businesses, civic clubs, churches and individuals as house sponsors and/or general donors
- Work with Executive Director to identify opportunities and cultivate relationships to partner with like-minded organizations on projects

Other duties and special projects as assigned

1840 E. Franklin Blvd, Gastonia NC 28054 704-864-6536 info@habitatgaston.org



Knowledge/Skills Required

- Knowledgeable of and commitment to the mission of Habitat for Humanity of Gaston County
- Able to work with a diverse spectrum of people from a variety of faith, civic, business, ethnic and socio-economic backgrounds
- Strong and proven project management skills
- Ability to effectively communicate (verbal and written) in a professional manner with vendors, staff, board members, families, volunteers, and anyone associated with Habitat for Humanity Gaston County
- A strong working knowledge of construction practices and procedures
- Strong personnel management skills – relating to team members, volunteers, vendors and sub-contractors, committee members, board members, etc.
- Computer skills, including spreadsheets, word processing, presentations and email
- Strong working knowledge of construction safety and security procedures
- Ability to set expectations and monitor delegated activities
- Ability to develop strategies in line with organizational goals
- Ability to solve problems and deal with a variety of circumstances

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

Degree from four-year college or university and at least five years related experience or equivalent combination of education and experience preferred. Experience in a non-profit organization is desirable. North Carolina General Contractors License is preferred.

Physical Demands

This position is regularly required to sit; use hands, fingers, handle, feel; talk or hear. Frequently stand; walk; sit; reach with hands and arms. This position is occasionally required to lift up to 10 pounds. Vision requirements include close vision, distance vision and the ability to adjust focus. This position requires frequent driving to various locations, meetings, donors, and events.

Employment Conditional Upon the Following

Criminal background check to include:

NC statewide criminal, nationwide record indicator, national sex offender registry and social security alert

Pre-employment drug screen.

To apply: Please submit cover letter and resume to info@habitatgaston.org

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