

Construction Professional – Job description

Responsible for the management and implementation of the Greater Fredericksburg Habitat for Humanity (GFHFH) home building program from start to finish. This includes pre-development, infrastructure development, home construction, landscaping, cost accounting for the houses, and warehouse maintenance and inventory.

This position interfaces with house sponsors and donors, modular manufacturer, sub-contractors, volunteers, and the GFHFH team; schedules the delivery of all building materials and/ or modular units to the building sites and warehouse.

Provides supervision for crew leaders, homeowners, and volunteers.

Communication:

Effectively conveys GFHFH message in both written and verbal business development discussions to homeowners and volunteers.

Communicates construction procedures with homeowners, volunteer groups and teams in an informative but tactful manner.

Resolves construction related issues in a timely fashion.

Effectively communicates relevant project information to Executive Director, Family Services staff, and volunteers.

Leadership/Teamwork:

Possesses a thorough understanding of affiliate capabilities and enforce standard safety and other policies and procedures by obtaining the Competent Safety Training certificate through HFHI (Habitat for Humanity International).

Identifies opportunities for improvements and makes constructive suggestions for change.

Consistently acknowledges and appreciates each team member's contributions.

Effectively utilizes each team member to his/her fullest potential.

Motivates teams/volunteers to work together in the most efficient manner.

Keeps track of lessons learned and shares those lessons with team members.

Skills/Qualifications:

Understanding of the Internet and other word processing systems, such as Microsoft Word, Excel, and email.

Strong background in residential construction, finance, state building code and inspection requirements, and construction industry and trade work. Experience using modular construction.

Excellent speaking, writing and communication skills.

Ability to work effectively with subs, volunteers, sponsors, homeowners, volunteer groups, public officials, GFHFH staff, and board members.

Minimum of five years of experience in construction related work.

Duties:

Oversees construction of homes from start to completion and obtains the Certificate of Occupancy for each home.

Ensures building and other related trade permits for each project are obtained.

Schedules inspections for building related construction items, such as footings, foundations/slabs, framing, etc.

Manages construction in the field, to include sub-contractors, modular home deliver and setting, volunteers, and groups.

Insures property lines, house, and driveways are properly located and marked.

Ensures that each building site has posted house plans, inspection permits, first aid kit, insurance waivers, port-a-johns, and drinking water.

Orders and schedules timely delivery of materials and supplies to build sites and/or warehouse.

Ensures that all concept drawings follow local building codes and current construction methods and meet GFHFH best practices.

Tracks construction cost and codes construction invoices.

Maintains warehouse and monitors warehouse inventory and supplies.

Establishes and maintains relationships with in-kind donors to supply the build sites with the appropriate quantities of material on a timely basis.

Schedules the delivery of modular homes and/or the construction of houses based on the availability of building sites, homebuyer families, and sponsor groups as directed by the Executive Director.

Attends meetings and provides direction and support to the GFHFH team and/or Board Members.

Evaluates the appropriateness of property for construction, submits rezoning and subdivision applications along with variance requests, and attends external meetings, as necessary.

Physical Activities:

Able to ascend and/or descend ladders, stairs, scaffolding, ramps, and the like.

Able to move in various positions to accomplish tasks in various environments including tight and confined spaces.

Able to remain in a stationary position, often standing or sitting for prolonged periods.

Able to move about to accomplish tasks or moving from one worksite to another.

Light work that includes moving objects up to 20 pounds and medium work to move objects up to 50+ pounds

Able to operate machinery and/or power tools.

Able to motor vehicles and/or heavy equipment

Able to work in various outdoor/indoor elements, such as low/high temperatures, precipitation or wind, and noisy environments

Job Type: Full-time, Salary position (Work schedule – Tuesday through Friday and some Saturdays)

Required Education: High school or equivalent/ college or trade school preferred.

Experience: 5 years of progressive construction experience desired.

Job is located in Fredericksburg, VA in the USA.

To apply, send a resume to admin@fredhab.org and a cover letter stating your interest in the position. The subject line of our email should contain the words Construction Professional

ONLY CANDIDATES WHO FOLLOW APPLICATION INSTRUCTIONS WILL BE CONSIDERED FOR THIS ROLE.

Habitat for Humanity is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, basis of disability or any other federal, state, or local protected class. Women, minorities, and protected individuals such as those covered by Section 3 of the HUD Act of 1968 are encouraged to apply.

Salary is competitive .