



Job Description

Title: Construction Program Manager	Employment Status: Full -Time
Department: Construction	FLSA Status: Exempt
Reports to: Executive Director	Supervises: Site Supervisor

Job Summary: This position is responsible for overall coordination of the construction process and helping forward the mission of Habitat for Humanity by producing high-quality homes on-schedule and within budget. This position oversees Habitat’s portfolio of residential construction projects, manages subcontractors, and coordinates permitting and inspection processes. This position also supervises the work of a part-time Site Supervisor who directs volunteer work on site.

PRIMARY DUTIES:

1. Determine and define scope of work and deliverables, and predict resources needed to complete projects.
2. Oversee communication with contractors and vendors, including collecting bids on materials and services, and soliciting and approving new contractors.
3. Create and maintain construction schedule and collaborate with construction staff to manage projects, including site selection, permitting, assessments, and inspections.
4. Develop and improve standard financial pro forma documents, assist staff with their use, and monitor project progress against budgets and schedules.
5. Ensure site safety through best practices, guidelines, education, and site monitoring.
6. Plan and develop strategies for evaluation of properties and financing. Coordinate in-depth feasibility analysis of potential developments.
7. Responsible for coordinating pre-purchase (punch list) and post-purchase (warranty) work.
8. Maintains supply chain, secure inventory, and movement of materials and tools.

PRIMARY RELATIONSHIPS:

1. Develop and maintain professional relationships with state, county, and city representatives.

2. Participate with other Habitat staff and stakeholders in regular planning and debriefing meetings.
3. Ensure effective coordination with Finance and Homebuyer Services department and for developing and executing budgets and projects in collaboration with them.
4. Identify and evaluate potential partnerships with other organizations.
5. Maintain proactive relationships with OSHA, local and state Builders Associations, and Habitat for Humanity International to keep abreast of changing requirements, best practices, and new opportunities to improve and expand program impact.
6. Attend meetings with other departments or external stakeholders, and meetings with homebuyers or volunteers as appropriate.

PERFORMANCE EXPECTATIONS:

1. The ability to work effectively, professionally, and respectfully as a team member with staff and volunteers from all races, faiths and backgrounds is essential.
2. Successful completion of OSHA Competent Person Safety Training (CPST) every two years.
3. Occasional evenings and Saturdays required.
4. An absolute commitment to site, staff, contractor, and volunteer safety above-and-beyond legal or regulatory requirements.

QUALIFICATIONS:

1. Required knowledge would typically be equal to a construction management or similar degree and/or five years of professional experience managing residential home construction projects.
2. Demonstrated understanding of residential home building construction.
3. Comprehensive understanding of blueprints and engineering drawings.
4. Ability to budget, schedule, negotiate, and control costs.
5. Strong written, oral and interpersonal communication skills.
6. Computer literate and able to operate computer programs and construction software used to manage workflow, including Outlook, Microsoft 365, and BuilderTrend.