



Position: Construction Project Manager
Accountability: Director of Construction and Site Development
Supervises: Construction Site Managers, AmeriCorps Members & Sub-Contractors
Classification: F/T, Salaried, Exempt; Tuesday – Saturday work schedule
Salary Range: \$75,000 to \$80,000

Key Responsibilities: Reporting to the Director of Construction and Site Development, the Construction Project Manager will provide key leadership at Tacoma Habitat to ensure excellence in all aspects of our new home construction program. This position will be ultimately responsible for the attainment of new home annual production goals and budgetary objectives while delivering simple, decent, affordable housing in an efficient, safe, and timely manner.

The Construction Project Manager requires strong leadership and creative problem solving capabilities along with the adaptability to flourish in a construction environment working largely with an unskilled, volunteer work force.

RESPONSIBILITIES

New Home Construction - 50%

- Ensure a safe and productive work site on a day-to-day basis.
 - Responsible for meeting production goals within established budgets and timelines.
 - Responsible for overall construction safety and organizational compliance in all applicable regulations.
 - Oversee all new home construction activity including, but not limited to:
 - Logistics and purchasing
 - Work assignments
 - Subcontractor negotiations, scheduling and coordination
 - Schedule all building inspections
 - New homeowner walk-throughs
 - Oversee maintenance, repair and replacement of Habitat tools, safety equipment, scaffolding and heavy equipment.
 - Work with Director and Assistant on new home construction schedule & budget
 - Prepare cost estimates for each home prior to construction and monitor job cost reports while homes are under construction to stay within budget.
 - Liaise with Finance Department on a weekly basis to resolve any issues or discrepancies that may arise on invoices, job cost reports, etc.
 - Monitor warranty work requests - respond to emergencies and schedule routine repairs by Site Managers or sub-contractors.
- Other construction duties as required.

Volunteer Engagement – 20%

- Ensure a high level of customer service is provided to individual and group volunteers.
- Conduct daily volunteer safety briefings or ensure they are done.
- Coordinate and facilitate the use of our sites as a hands-on instruction venue for technical training programs, notably the Bates Technical College's Electrician and Carpenter training programs, as well as others. Manage scheduling, logistics and quality assurance.
- Facilitate weekly on-site meetings with the Director of Community Engagement, Site Managers and AmeriCorps Members to plan on-site volunteer activity and logistics
- Work closely with the Director of Community Engagement on volunteer plans, policies, and procedures.
- Collaborate with Director of Community Engagement on volunteer concerns or issues.

Staff and AmeriCorps Management – 20%

- Overall responsibility for providing strong staff management to ensure a capable, adequately trained team of Construction Site Managers and to ensure employee satisfaction and retention.
- Work with Director of Construction and Site Development to maintain staffing levels, plan for growth and cultivate a work site culture to support the organization's overall mission.
- Supervise AmeriCorps construction members:
 - Interview and select Americorps candidates to serve in the Construction Department. Determine Americorps members work assignments.
 - Facilitate member training.
 - Meet with the members informally to evaluate progress and success and be available for members throughout the term.
- Ensure Tacoma Habitat is in compliance with applicable codes and regulations.
- Ensure best safety practices are followed.

Senior Leadership Team Responsibilities – 5%

- Become a team member by participating in planning, implementing, and evaluating new and existing programs.
- Report to Leadership Team on week-to-week construction schedule adjustments, operational changes, and anticipated C.O. dates.
- Keep the Leadership Team informed on construction-related volunteer and donor relationships.
- Other duties as assigned

Habitat Engagement – 5%

- Understand Habitat’s history, mission and culture from a staff, volunteer and donor perspective.
- Be an engaged member of the affiliate by understanding and working effectively with other departments.
- Participate in affiliate meetings, construction related and volunteer trainings as assigned.
- Work to create an integrated and positive internal culture.

Education and Qualifications:

- Successful candidates will have at least six years construction experience including a minimum of two years in a supervisory role.
- Two years of relevant college course work may be substituted for experience.
- Will be expected to either have Competent Person certification or the willingness to obtain within the first year on the job.
- Construction math proficiency, writing and editing skills and attention to detail required.
- Tech capabilities: Microsoft Office, especially Excel; Autocad experience and/or competence a plus
- Availability to work Tuesday – Saturday schedule, and occasional evenings.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to use hands to finger, handle, or feel; reach with hands and arms as well as talk and hear. The employee is frequently required to stand; walk and sit. The employee is regularly required to climb or balance and stoop, kneel, crouch, or crawl. The employee must have the ability to operate power tools, construction equipment and perform physical tasks such as lifting, carrying and climbing, and lift and /or move up to 60 pounds and traverse uneven terrain as found on an active construction site.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, please email a cover letter and resume to hr@tpc-habitat.org. Applications will be reviewed on a rolling basis until the position is filled. All documents need to be Microsoft Word or PDF files (PDF preferred).