



**Position Title:** Construction Site Manager  
**Accountability:** Construction Project Manager  
**Supervises:** AmeriCorps members (1-2), Volunteers  
**Classification:** F/T, Exempt  
**Salary Range:** \$55,000-\$62,000 /yr. with performance review/salary adjustment within six months of hire date and structured salary increases annually

### **JOB SUMMARY**

Construction Site Managers supervise the work and help coordinate the flow of material, equipment, volunteers and subcontractors on Habitat for Humanity construction sites.

### **HOME CONSTRUCTION**

1. Oversee day-to-day construction site operations including:
  - a. Volunteer activities – provide volunteer training and support services to ensure an exceptional volunteer experience
  - b. Resource management – ensure Habitat tools, materials and equipment are used effectively
  - c. Interface with homebuyers – facilitate homebuyer family involvement in the construction process. Report any homebuyer-related issues to the Director of Site Development & Construction and/or Director of Homeowner Services
  - d. Ensure a safe working environment – promote and follow best safety practices on site
2. Participate in weekly planning meetings
3. Perform warranty repairs as assigned

### **PROJECT MANAGEMENT**

1. Building Code Compliance
  - a. Ensure all work is executed in accordance with the IRC, IBC & WSEC as well as local jurisdiction standards
  - b. Schedule inspections as needed and interface with inspection officials
2. Materials
  - a. Ensure materials are utilized as efficiently as possible
  - b. Estimate required quantities, place orders and coordinate delivery logistics
3. Sub-Contractors
  - a. Schedule sub-contractors and coordinate work flow
  - b. Ensure contracted work is completed correctly and in a timely manner

### **EDUCATION AND/OR EXPERIENCE**

A minimum six years construction experience with at least one year in supervision

## REQUIREMENTS

- Candidate will be expected to have Competent Person certification or the ability to obtain (at affiliate expense) within the first year on the job
- Ability to read and interpret construction plans, structural engineering plans and documents
- Construction math proficiency required
- High degree of organization and time management skills required
- Capacity to focus on multiple projects simultaneously and work collaboratively
- Motivation to be self-directed; interest and ability to work with both skilled and unskilled volunteers
- Availability to work a Tuesday – Saturday schedule with occasional after hours work
- Ability to lead and manage groups of up to 20 people of diverse backgrounds, often with limited English language proficiency
- Experience with public speaking, training and meeting facilitation preferred
- Experience with diverse ethnic and faith communities preferred
- Fluency in a second language such as Spanish, Vietnamese or Russian is highly desirable
- Previous work experience with non-profit organizations desirable
- A truck or van will eventually be needed for occasional job-related use

## 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. Approximately 95% of time will be spent on an active construction site with the remaining 5% or less in an office environment.

## ADDITIONAL BENEFITS

Paid sick leave and vacation (2 weeks in the first year)

11 paid holidays annually

To apply, please email a cover letter and resume to [hr@tpc-habitat.org](mailto: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