



JOB DESCRIPTION

Construction Project Manager

Habitat for Humanity of the Eastern Bighorns

Reports to: Construction Director

Description: This position assists Construction Director in all aspects of construction activity and volunteer management.

Employee Status: Full Time Exempt

Responsibilities:

1. Construction

- Performs all hands-on construction tasks as directed by the Construction Director.
- "Fixes" any construction task performed below acceptable standards by volunteers.
- Suggests potential advantageous building practices and material cost savings opportunities to construction manager as identified.
- Assists in the supervision of all site preparation and layout.
- Assists in the supervision of job sites on each designated workday and works to ensure construction is accomplished in accordance with approved permits and plans.
- Assists in training volunteers and partner families about construction tasks and appropriate safety measures.
- Assists in the scheduling of all inspections and subcontractors as needed
- Performs all homeowner warranty repairs
- Assure that Habitat has the necessary tools for construction and that they are well maintained
- Provide an end-of-day update to Construction Director.
- Attend Construction meetings and team meetings as required
- Make sure the jobsite is prepared with the correct tools and materials needed for the weeks work & check quality of materials delivered to site
- Leads the ABWK repair program

2. Volunteers and Partner Families

- Assists in the training of volunteers and partner families about construction tasks and appropriate safety measures.
- Treats Partner Families and volunteers with respect and dignity. Strives to make their construction involvement meaningful.
- Works with HFHEB administrative team to identify volunteer jobs/needs not currently filled and satisfies needs with appropriate volunteers.

3. Other Duties as Assigned by the Construction Director.

4. Required Skills / Experience / Physical Requirements

- Knowledge and experience in the construction/contracting business, especially as a carpenter or framer.
- Must be able to work with a diverse group of team members and volunteers.
- Must be a good listener and be able to engage in well-considered discussions.
- Must be willing to understand the big picture of the HFHEB ministry and know that construction is only a part of the larger goal.
- Ability to lift 50 pounds. Work will require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.
- Must pass Criminal Background Check and Sexual Offender Check