



Fremont Area Habitat for Humanity Job Description

Job Title: Construction Manager

Location: Fremont, Nebraska

Department: Management

Reports to: Executive Director

Hours: Tuesday-Saturday, generally 8:00 am – 5:00 pm. If no Saturday work is scheduled, days worked may be Monday-Friday (8-5). Occasional, additional time may be required to accomplish construction deadlines, accommodate volunteers and donors, or as requested by supervisor.

Payroll Class: Salary/Exempt

Revised Date: June 27, 2021

Posting Date: September 3, 2021

Job Summary

Managing, coordinating, and completing the affiliate building projects and efforts as defined annually by the Board of Directors on time and within budget while understanding and supporting the vision of Fremont Area Habitat for Humanity. This position works closely with Family Services Manager and Community Outreach and Volunteer Coordinator to employ the Habitat model.

Essential Duties

- Coordinates pre-construction planning including developing house plans, securing building permits, and coordinating inspections as needed.
- Works in conjunction with the Site Selection committee to select lots ensuring affordability and appropriateness for building based on family size, house design and annual construction calendar.
- Assists in the creation of long-range lot selection and house construction schedule, annual construction schedule, and project-specific construction schedule, from beginning to end.
- Acts in partnership with and attends Building Committee meetings and occasional Board meetings, providing progress reports to Building Committee, Board and E.D. via a monthly report. Coordinates and chairs Building Committee meetings.
- Manages all aspects of home construction according to Habitat requirements and recommendations including but not limited to obtaining bids, scheduling, coordinating, and overseeing work completed by sub-contractors and volunteers, ensuring that houses are built to code and pass inspections.
- Inspects each phase of work for acceptable quality and adherence to schedule. This includes ensuring required and necessary tools are on site and in good maintenance, as well as working with volunteers and homeowners.
- Serves as the organization's principal safety officer on the construction sites by maintaining Habitat for Humanity International's "Competent Person" certification, implementing emergency plan and use of accident reports, ensuring equipment and tools are in good working condition, training volunteers in safety best practices, monitoring job sites to identify potential safety risks and correct prior to incident, monitoring volunteers' work to ensure safe use of tools and equipment according to age, skill level, and in accordance with OSHA and Habitat regulations

- Responsible for cost management including purchases of materials and supplies including delivery of such as required. Additionally, responsible for submitting invoices for payment, coordinating returns and credits as appropriate. Assist in procuring gifts-in-kind donations of materials and labor for each project.
- Provides on the job training and supervision for semi-skilled and unskilled volunteers, exercising patience and respect for volunteers and homeowners. Coordination of volunteers will be done by partnering with Volunteer Coordinator and determining volunteer needs and skills.
- Performs all functions according to established policies, procedures, regulatory and accreditation requirements, as well as applicable professional standards.
- Provides all customers and volunteers of Habitat for Humanity with an exceptional service experience by consistently demonstrating our core values.
- Supervision and management of home repair program. May require working onsite with volunteers on repairs.
- Regularly collaborates with the Fremont Area Habitat for Humanity staff and attends staff meetings to coordinate construction program, including but not limited to volunteer acquisition, scheduling and on-site supervision, hospitality, and homeowner sweat equity tracking.
- Coordinates daily and weekly construction assignments with Community Outreach and Volunteer Coordinator. Works with Community Outreach and Volunteer Coordinator to create build schedule, determine volunteers and skills needed, developing ongoing schedule for construction of homes.
- Works with future Habitat homeowners in activities, such as: Documenting sweat equity hours; Educating on routine house maintenance; Conducting punch list for closing with assistance from Family Services Manager; Conduct warranty work after closing and during warranty period.

Knowledge, Skills and Abilities

- Basic computer skills, including Microsoft office, email, internet, and construction management software.
- Must be comfortable driving trucks, towing trailers and handling heavy machinery, tools and equipment. Must have valid Driver's License and be insurable through Habitat insurance (for driving affiliate vehicles).
- Must have excellent oral and interpersonal communication skills, to effectively communicate and interact with general public and volunteers.
- Ability to lead, manage, supervise, and motivate individuals and teams of volunteers.
- Ability to communicate effectively through reading, writing, and in person or on telephone.
- Proven ability to work independently and manage multiple projects and activities simultaneously.
- Must possess independent decision-making abilities, as well as considerable judgment and initiative to determine the approach or action to take in non-routine situations.
- Demonstrate planning and organizational skills, including the ability to anticipate tasks, set priorities, meet deadlines, and function smoothly under strict deadlines and shifting priorities.
- Progressive experience in organizing and managing construction projects with the ability to apply construction knowledge to scheduling, coordinating, delegating, and participating in general construction work activities.

- Knowledge of residential construction including carpentry, foundations, plumbing, electrical, flooring, drywall, cabinetry, AC/heating, painting, finishing, and landscaping as well as having the ability to read and interpret standard residential construction blueprints and specifications. Basic math aptitude to calculate building measurements, quantities etc.
- Bilingual in Spanish preferred.

Education

- Bachelor's or Associate's Degree in construction-related program and/or equivalent experience (managing construction, preferably residential).
- Must possess a general contractor's license or obtain one within six months of employment.

Physical Requirements

- Must have good manual dexterity skills, including visual acuity, ability to grasp and handle objects.
- Requires extensive standing and walking with periodic sitting working in all types of weather conditions.
- May require activity for many hours performing physical labor and lifting of various objects of various weight.
- Requires use of a wide variety of construction equipment including hand tools and a variety of power tools.
- Working conditions include exposure to extreme temperatures, loud noises and other various adverse working conditions associated with outdoor and construction work. Much of the work will be conducted outside at various construction sites. Extensive driving among construction sites is required.

Other Information

- The supervisory responsibilities/directly reporting: Sub-contractors, volunteers on the job site.
- This position has the supervisory responsibility of the safety and training of volunteers.
- This position will serve as a role model for staff and act in a people-centered, service excellence-focused, and results-oriented manner.
- This position primarily focuses on the coordination, solicitation, and safety of labor, subcontractors, and materials necessary in the construction of housing units with a commitment to Fremont Area Habitat for Humanity's ideals and philosophy.
- This job description in no way should be construed as a contract for employment. The above job duties comprise the core responsibilities of the Construction Manager, but it is not intended to be an exhaustive list. These duties may be subject to change at any time due to reasonable accommodation or other reasons. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time.

Fremont Area Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.



Construction Manager

September 2021

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I also understand that a background check may be completed on me as well as a check on the Sex Offender Registry.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____