

Habitat for Humanity of Northwest Indiana

Construction Manager

Reports to: Executive Director

Position Summary:

Habitat for Humanity of Northwest Indiana (HFHNWI) is looking for a full-time construction manager. The Construction Manager is responsible for the overall construction process of the Affiliate in accordance with the direction, policies and objectives set by the Board of Directors.

Responsibilities include the management of the construction of multiple projects per year, from planning to permitting and through occupancy. Primary duties include supervising construction staff, directing and training skilled and unskilled volunteers, directing and monitoring subcontractors, developing each house construction schedule, ordering the proper materials for just-in-time use according to the construction schedule, and ordering and monitoring inspections and assurance and compliance to appropriate building codes. Work may be at multiple sites. Candidate will work closely with Executive Director and Construction Committee to improve our building process and develop and implement a blueprint to successfully increase production.

Responsibilities and Duties:

- Oversee the entire building process, including project budget, permits, schedules, all building sites, materials procurement and coordination of subcontractors.
- Work closely with the Executive Director and Volunteer Coordinator in the planning of volunteer and partner family work groups.
- Work with volunteers and Volunteer Coordinator to identify potential crew leaders and other skilled workers.
- Manage skilled and unskilled volunteers and the volunteer site supervisor (if and when applicable).
- Plan each work day based on crew size, and required tools and materials.
- Understand elements that contribute to successful volunteer experience and help ensure that volunteers have a consistently good experience, thus motivating them to return.
- Attend and participate in Construction Committee meetings.
- Ensure tools/equipment are inventoried and kept in a safe working order.
- Work with Executive Director to create annual construction budget.
- Create and maintain job schedules and project files.
- Utilize and order donated materials to keep job costs low.
- Have a thorough understanding of Habitat's mission and communicate this to volunteers, donors and construction professionals.
- Obtain competitive bids for materials and services.
- Consider future affiliate projects by ordering bulk items.
- Work with Volunteer Coordinator and advocate ensuring that volunteers and partner families are productively involved in the construction process.
- Attend training and or conferences as required.

Required Knowledge and Skills:

- A strong background in residential home construction.
- Applicable experience in a supervisory role
- Must possess excellent people skills since candidate will work with people of all ages, races, faiths, backgrounds and skill levels
- An absolute commitment to job safety
- Ability to establish a good working relationship with volunteers and homeowner families
- Excellent communication, planning and organizational skills
- Ability to work with minimal supervision
- Proficiency with computers including use of email, Microsoft Office and construction software knowledge

Certificates, Licenses and Registrations:

Valid driver's license required. CPR and First Aid Certification desired.

Mission:

Habitat for Humanity is an ecumenical Christian housing ministry. Our mission is "Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope". We build and renovate homes so that everyone will have a decent place to live in Lake County. This is achieved by establishing a partnership between the family acquiring the home and HFHNWI. Hence, this is not a typical construction job. .

Compensation:

We invite those who are looking for challenging yet rewarding work to join our team. We offer paid vacation, Holiday and sick days. This position's work week is normally Tuesday through Saturday but work during non-business hours including weekends may be required to support construction or other affiliate activities. Become part of an organization that makes a real difference in people's lives while utilizing your skills and developing new ones.

Application Process:

To apply, send cover letter, resume, references and salary requirements.

By mail: Habitat for Humanity of NWI c/o Executive Director, 3777 Colfax Gary, IN 46408
By Email: construction@nwi.habitat.org
By Fax: 219-923-7416

No phone calls. Applications will be accepted until the position is filled. A background check, including criminal records and sex offender registry, will be conducted prior to offer of employment.

Habitat for Humanity of Northwest Indiana is an Equal Opportunity Employer.