

Job Title: Construction Manager

Purpose: Construction Manager leads and participates in all phases of new home construction as well as critical home repairs for Sandusky County Habitat for Humanity. This role supervises transitional workforce development crew members who have recently graduated from Vanguard Vocational School and directs unskilled volunteers on-site.

Direct Supervisor: Executive Director

Supervises: Transitional Workforce Development Crew (up to 3 recent Vanguard graduates as part of paid staff team), Volunteers with novice/intermediate skills

Duties: At all times this position will be responsible for ensuring compliance with all safety regulations on any work sites are upheld by both staff and volunteers. Manual labor is required throughout all phases of home builds and to complete critical home repair projects. *Areas of responsibility within job description will have fluctuating demands on time/priority level based on seasonal demands and organizational priorities. Other construction related duties may be assigned as our affiliate continues to grow our mission impact.*

Build Site Management

- Develop and maintain a written build schedule including milestone dates, task sequencing, and material procurement timelines with support of Build Committee members
- Collaboration with Chair of Build Committee to optimize material procurement and identify subcontractors
- Primary on-site decision maker in alignment with organizational leadership
- Perform skilled construction work alongside crew members and volunteers
- Serve as worksite lead whenever present including such tasks as:
 - Directing daily workflow and assigning tasks
 - Maintaining oversight of safety, quality control, and pace of work
 - Anticipating material and labor needs
 - Communicate with organizational leadership to proactively address challenges
- Ensure volunteers, donors, and future homeowners experience a safe, organized, and positive project environment

Workforce Development Management

- Assist with hiring of transitional workforce development crew members (recent graduates with moderate skill)
- Serve as direct supervisor of crew members
- Establish daily work expectations and performance standards
- Provide on-the-job training through work on home builds and repair projects
- Conduct regular performance check-ins and provide corrective coaching when necessary

Critical Home Repair Project Management

- Generate scope of work including project cost estimation
- Coordinate purchase of any materials and/or any subcontractor work
- Complete repairs with support of workforce development crew

Professional Development

- Participate in staff meetings and build committee meetings
- Attend trainings to enhance skills related to role
- Join coalitions and/or other organizations that benefits the role and/or overall organization

Performance Expectations

Success in this role requires:

- Execution of manual labor work with safety prioritized
- Model professionalism, teamwork and work ethic
- High degree of initiative and independent execution
- Consistent adherence to project timelines
- Visible leadership presence on worksites
- Proactive communication when challenges arise
- Effective delegation and supervisory oversight
- Alignment with organizational mission and values

Time Commitment: Full time (minimum of 40 hours per week), typically fulfilled during business hours of Monday-Friday 8:30am-4:30pm; flexibility required for scheduled evening/weekend meetings and occasional Saturday community build days. Overtime exempt.

Qualifications:

Required

- Knowledge of and experience in all aspects of residential construction and home repair including reading plans and troubleshooting on the job
- Able to guide, direct, and train workforce crew members as well as volunteers on the build site
- Good communication skills, both verbal and written, including email and MS Office software
- Ability to manage construction scheduling and material orders
- Experience working with subcontractors and inspectors
- Supervisory experience including interviewing candidates
- Must complete and comply with Habitat's Competent Person Safety Training
- Ability to pass background check including sex offender registry check
- Must have own transportation, valid Ohio driver's license, and ability to be insured on company vehicle
- Able to lift 50 pounds, climb ladders and scaffolding, and physically perform all duties listed above

Preferred

- OSHA-10 certified
- Preparing scope of work/job estimates
- Success as part of a team that includes volunteers working alongside paid staff

Benefits:

- Paid Time Off after probationary 90 day period
- Flexibility of work times in coordination with supervisor
- Employee Assistance Program