



About Habitat:

Habitat for Humanity (Habitat) brings people together to build homes, communities, and hope. Habitat partners with families in our community to help them build strength, stability, and self-reliance through affordable housing. Habitat homeowners help build their own homes alongside other volunteers and pay an affordable mortgage.

Habitat for Humanity of Butte County (Habitat Butte) has built 40 homes since its founding over 28 years ago. Now, as a result of the devastating Camp Fire, we are significantly increasing the number and variety of homes we build. We are dependent on grants and charitable donations to finance our plans to re-house families in Butte County. In addition to the construction side of our affiliate, Habitat operates the Habitat for Humanity ReStore and its mission is to generate revenue through the sale of donated, reclaimed building supplies, appliances, tools and other items to support the affiliate at-large.

We are currently in the process of building our capacity to significantly respond to the affordable housing crisis that our community is experiencing. This position is one that needs to be able to adapt to change, be forward thinking and work collaboratively with a team.

HABITAT VALUES

Service: Willingness and ability to help and support partners in providing timely and courteous service to meet their needs

- Deliver exceptional service to other staff, national organization, affiliates, donors and other partners.
- Take the mission personally, acting with a sense of urgency

Teamwork: Willingness and demonstrated skill in working collaboratively to accomplish goals and objectives while building and maintaining constructive partnerships.

- Work collaboratively, sharing best practices, ideas and strategies in serving the mission
- Maintain relationships through mutual respect and truthful dialogue

Stewardship: Demonstrating careful and intentional use of all Habitat resources, including time, money, information, relationships and material in a way that exhibits accountability for individuals' outcomes as well as outcomes of the whole organization

- Remain faithful to the purpose for which resources are given; manage resources to bring maximum benefit to the mission.
- Demonstrate the highest standards of moral and ethical conduct
- Manage performance by measuring and recognizing results

Continuous improvement: Demonstrate the ability to maintain effectiveness in a changing environment, constantly seeking to improve products, processes and services to accomplish the mission.

- Encourage and support innovation
- Apply lessons learned while taking appropriate risks
- Demonstrate commitment to excellence in whatever we do.
- Demonstrate candor, insight and creativity, and thrive in an environment of change. Supports team goals and puts interest of team ahead of self.

Respect for others: Demonstrate respect for the inherent dignity of others; recognizing the strength that comes through partnering with individuals who have perspectives and experiences different from our own.

- Lead by example; accept personal responsibility regardless of position.
- Value people of varied background, cultures, races and genders.

Job Title: Construction Manager

Overall Responsibilities:

The Construction Manager is responsible for the on-site management, supervision and construction of the homes. The Construction Manager provides overall on-site leadership on the construction site in accordance with the safety policies, objectives, and directions set by the Construction Committee to promote the overall vision, direction, and mission of the affiliate.

The position will work closely with the Construction Team consisting of the Executive Director, Construction Director, Construction Site Supervisor, Volunteer Coordinator, and Construction Committee.

Major Duties and Responsibilities:

On-site Construction

- Provide leadership and supervise of construction activity
- Use knowledge and expertise to oversee and perform all aspects of construction
- Oversee quality control for all aspects of construction
- Ensure construction is accomplished in accordance with approved permits and plans
- Work closely with the Construction Director and Construction Committee to ensure building practices and plan specifications are fulfilled

- Provide leadership to sub-contractors so that work is performed in a timely, quality manner
- Monitor construction tasks ensuring they are completed in a timely manner in preparation for incoming subcontractors and volunteer group
- Ensure that the site preparation and layout are completed
- Schedule and interface with inspectors
- Purchase necessary materials for the daily on-site tasks
- Evaluate and implement good safety practices and constantly stress the same with crew leaders and volunteers
- Ensure accountability of materials and tools provided to the job site
- Conduct a daily safety training
- Understand the elements that contribute to successful volunteers and help to ensure that volunteers have a consistently positive experience thus motivating them to return
- Provide training for all volunteers including crew leaders and partner families
- Complete Punch List with new homeowners
- Supervise and/or performs all homeowner warranty complaints and repairs
- Treat partner families with respect and dignity. Strives to make their construction involvement meaningful and remind crew leaders of the same
- Work in cooperation with the Site Supervisor to ensure a successful day
- Anticipate problems and issues typical of this trade and personally act, if necessary, to help ensure schedules are met and work plans enabled
- Keep tool shed organized and inventoried

Administration/Supervision

- Provide supervision to Site Supervisor
- Ensure materials and service needs are provided in a timely manner to the job site
- Conduct bids for materials, when necessary
- Works with Volunteer Coordinator to schedule volunteer groups to assist with specific build dates
- Apprise the Volunteer Coordinator of upcoming volunteer and the skills needed
- With the Volunteer Coordinator and Construction Site Supervisor plan out volunteer days to ensure a successful day with meaningful tasks for the volunteers.
- Complete daily construction log and submit log weekly
- Regularly submit monthly construction expenses to the Bookkeeper and allocate build costs to individual lots
- Ensure that the Construction Director is regularly informed of the status of the builds, with attention to problems areas, scheduling, and extraordinary events
- Meet regularly and work collaboratively with Construction Director and Site Supervisor to ensure successful builds
- Meets long and short-term goals established with the Construction Committee and Construction Director
- Represent Habitat to the public

Education:

- Licensed Contractor preferred, but not required
- Knowledge and experience in the construction business preferred
- Advanced rough and finish carpentry skills as well as power tool usage
- Knowledge and compliance with OSHA standards
- Knowledge of local building codes
- Basic computer skills

Skills and Abilities Required:

- An understanding of, enthusiasm, and ambassador for the affiliate and mission of Habitat for Humanity
- A positive “can do” attitude, enthusiasm and strong customer service orientation
- Ability to show attention to detailed policies and procedures in the office and field environments
- Ability to show personal accountability and professionalism
- Ability to apply a wide degree of creativity, latitude, and resourcefulness
- Ability to respect confidential information of staff, volunteers, homeowners, and donors
- Ability to hold high ethical standards, good judgment, integrity, diplomacy, and tact
- Ability to be self-motivated and work independently as well as collaboratively building effective working relationships with co-workers, volunteers, homeowners, donors and partners
- Ability to manage multiple tasks, stay organized, prioritize, meet deadlines and follow-through
- Ability to work a flexible schedule to accommodate ever-changing needs
- Ability to teach and coach volunteers on the worksite
- Ability to step back and let volunteers do the work
- Excellent calendar, record keeping and attention to detail skills

Reports to: Construction Director

Typical Work Schedule: Tuesday - Saturday; 8AM - 5PM

Salary: \$62,400 - \$72,800

Physical Requirements/Working Conditions:

(Construction positions) Physical requirements are those that are present in an outdoor construction environment, including hard-hat areas and exposure to heat, cold dust and noise. Activities require maintaining physical condition necessary for lifting up to 75 pounds, ability to work on wet or uneven surfaces, and the physical agility necessary to construct a home. Sufficient visual acuity and ability to hear is necessary to assure safe

operations and activities on work sites. May be regularly exposed to high decibel noise, such as power tools. Tasks may require ability to operate motorized equipment.

Additional Physical Actions: Standing, Bending, Climbing ladders, Lifting bulk objects, Repetitive manual actions associated with hand tools and computer work and Driving.

Licenses and/or Certificates Required:

- CPR and First Aid Certified
- Complete the Safety Awareness/Competent Person Certification course from Habitat International
- Must have a valid California Driver’s License and insurable under affiliates automobile insurance policy
- Must pass a Criminal Background Check and a Sexual Offender Check
- Must legally be able to work in the United States

Overall: This job description is not intended to be an exhaustive list of all duties and responsibilities. Other duties, as assigned or deemed necessary by management, may be required. Management reserves the right to revise this job description at any time. The job description does not constitute a contract for employment, nor does it in any way alter the at-will employment relationship.

Habitat for Humanity of Butte County is an equal opportunity employer and does not discriminate based on race, color, creed, religion, sex, sexual orientation, national origin, age, familial status, or ancestry.

Please sign, verifying that you have read and understand the above information.

Employee

Date

