

Greater Fox Cities Area Habitat for Humanity Position Description

Title: **Project Manager – Rehab/Home Repair Emphasis**
Reports to: Director of Construction and Real Estate
Direct Reports: none
FLSA Status: Exempt Classification: Full-time

Purpose

To schedule, develop floor plans, scopes of work and estimates for rehab and home repair projects and provide periodic onsite construction oversight of rehab, home repair, new construction and Rock the Block projects, utilizing volunteer labor and materials to produce quality workmanship in a safe, affordable manner while complying with established processes and schedules.

Responsibilities

- Strategic:
 - Contribute to the development of the strategy for the construction department.
- Decision-Making:
 - Makes decisions regarding rehab and home repair operations, keeping Director of Construction and Real Estate informed and seeking advice as needed.
- Technical:
 - Provide a written scope of work with a full set of estimates and floor plan (when appropriate) for rehab and home repair projects as well as any other assigned projects. Prepare material lists, purchase and return materials as needed.
 - Work with local code officials on permitted projects.
 - Work with Volunteer and Family Services Directors to ensure partner families are productively involved in the construction process
 - Schedule, assign volunteers, direct and monitor the progress of construction activities, including subcontractor work, ensuring that all work is completed on time. Notify Director of Construction and Real Estate, and others as needed, in writing, of any problems or deviations from schedule
 - Ensure quality of construction by monitoring work site activities and addressing quality issues through feedback and training
 - Prepare punch list and assign tasks for project completion
 - Oversee complete clean-up of work site at the end of each work day, ensuring that the worksite, supplies and equipment are safely and securely stored.
 - Address call-back issues and resolve with homeowner and contractor as needed
 - Ensure routine maintenance of HFH-assigned vehicle and all tools and equipment.
 - Enforce safety at all times including: use of safety equipment, verify parental permission for minors and enforce age restrictions on activities, secure houses, conduct visual inspections on the use of safety harnesses, lanyards and tie off points per OSHA safety requirements. Correct any non-compliant use.
 - Participate in the annual review of the safety manual. Communicate recommended updates to the Construction Project Manager.
 - Ensure that all documentation and procedures involved with an accident or incident investigation onsite are followed
 - Remain current on lead, mold, asbestos and any other relevant hazardous material regulations and requirements and ensure training and compliance.

- When requested by Director of Construction and Real Estate, monitor HFH owned properties to ensure that (1) the property is maintained according to municipality ordinances, and (2) safety issues are addressed
- Fund Development:
 - Support (or may take a lead role in) the development/cultivation of individual and/or business donor contacts.
- Budgetary:
 - Understand the budget process and budget planning.
 - Manage the budget for specific projects or programs under this position's purview.
- Leadership/Management:
 - Work collaboratively with the management team and staff to maintain a positive, supportive and mission focused work culture.
 - Coordinate schedules with other staff members to ensure efficient use of time and vehicles.
 - Cultivate a culture of safety by ensuring and insisting that all safety procedures are adhered to by volunteers, donors, contractors and staff.
 - Ensure quality volunteer, donor, partner family and staff relations. Provide input, document, and address comments and grievances in a timely and professional manner.
- Supervisory:
 - Oversee and maintain daily volunteer assignments while providing training, supervision and evaluation of construction volunteers in a positive and affirming manner.
- Internal Representation:
 - Develop strong, positive and lasting relationships with staff and volunteers.
- External Representation:
 - Represent the organization to vendors, donors and the community, primarily on program-specific duties.

Required Knowledge, Skills and Experience:

- Specialized knowledge and competencies in home repair, home rehabilitation, residential construction, the uniform building code and volunteer management.
- Able to lift up to 75 pounds on a periodic basis.
- Valid driver's license with a good driving record.
- Lead Safe Renovation, OSHA Competent Person and Dwelling Contractor Qualifier Certification, First Aid and CPR (provided by HFH). Continuing Education hours are required to be current and up to date.
- Strong analytical ability, reliability and thoroughness
- Excellent written and verbal communication skills.
- Superior time management and organizational skills, with exceptional attention to detail.
- Ability to learn and work independently in an unstructured environment and as a team player.
- Ability to establish effective internal and external working relationships.
- Ability to work diplomatically with others to discuss and resolve problems.
- Demonstrated ability to handle multiple and changing projects, deadlines and priorities.
- Outstanding interpersonal communication skills which must be effective and courteous, requiring high integrity when dealing with a broad array of backgrounds.
- Commitment to mission and values-driven work environment.
- Proficient with Microsoft Office projects.

Greater Fox Cities Area Habitat for Humanity is an Equal Employment Opportunity employer. Applicants are considered without regard to race, color, religion, sex, national origin, age, disability or other protected status.

