

## Home Build Manager

**Reports To:** Executive Director

**FLSA Status:** Full Time (40 hours), Exempt (Hourly)

**Service Week:** Tuesday-Saturday, Typical hours 7:00am-4:00pm, including a half hour lunch and two fifteen-minute breaks. Occasional variations including earlier start times and later end times when volunteer crews are on site.

### POSITION SUMMARY:

The **Home Build Manager** is the heart and soul of Habitat for Humanity's mission. Their work is essential for not only completing planned aspects of Habitat projects, but doing so with an enthusiastic corps of volunteers. A unique (and FUN!) aspect of this position is the ability to mobilize skilled and unskilled volunteers to assist throughout the construction process and build relationships with individuals looking to make a difference in their community! They also act as a Habitat ambassador, educating build day volunteers about Habitat for Humanity and the importance of our work.

The **Home Build Manager** reports to the Executive Director and is responsible for the site supervision of new home builds. Supervision may include but not be limited to supervision of all personnel on the job site, providing a safe work site, coordination with subcontractors at the build site, executing the construction activities of the affiliate to meet the safety, quality, cost and project schedule.

**ESSENTIAL DUTIES:** Duties include, but are not limited to, the following:

### Project Planning and Organizational Collaboration:

- Collaborates with Executive Director and Honolulu Habitat Build Committee on the planning, permitting, budgeting and subcontractor selection for all home builds.
- Collaborates with Honolulu Habitat Volunteer Program to establish and maintain a build schedule for volunteers
- Coordinates and oversees the work of all sub-contractors, labor and materials for houses
- Monitors projects to confirm the appropriate amount of material and labor on the job at all times.
- Responsible for working with the Executive Director for the purchase of materials pertaining to builds.
- Works with Executive Director to secure all build permits and inspections
- Works with Affiliate Leadership to establish, monitor and advice changes for home build budgets.
- Establishes build schedule for each home build and communicates with Affiliate Leadership.

### **Build Day Supervision/Engagement:**

- Ensure that all build day participants sign into a jobsite and receive an enthusiastic orientation about our affiliate's work
- Provide safety briefing and adhere to affiliate's safety standards.
- Plan, schedule, prioritize, coordinate, delegate, and manage multiple work activities.
- Ensure that build day participants are properly trained and engaged in a safe and rewarding construction experience.
- Organize a work plan, in coordination with Volunteer Program, for volunteer crews prior to their build day on site.
- Ensure that all work done meets all local building codes and all safety compliance requirements. Accountable for safety of all personnel and security of the materials and dwellings on job site. Must lead by example and follow all safety requirements set by Honolulu Habitat
- Must be comfortable using typical construction power tools, ability to train volunteers in safe operation, and knowledge of the appropriate tools to be used for each task.
- Follow permitted plans for the home, as well as correct implementation of design selections.
- Deal tactfully with questions and concerns; promote a successful volunteer experience.
- Collaborate with affiliate's volunteer program to assist in the effort to retain key volunteers
- Plan and prepare for productive build days, ensuring that all tools, materials, and equipment, and are on site as needed and returned in a timely fashion.
- Maintain a clean and organized worksite. Must be able to navigate construction site in all phases of construction, including freshly excavated sites, ladders, scaffolding, etc.
- Must show respect for all volunteers, partner families, subcontractors, and staff.
- Maintain site log (for each build day/ volunteer day), and weekly safety inspections.

### **Materials Management:**

- Work with the Executive Director to ensure that the correct materials and tools are on the job at all times.
- Coordinate the delivery needs of all materials, check deliveries against purchase orders to ensure correct delivery, and invoice coding and approval. Makes recommendations for future orders based on material shortages or overages, quality of products

### **Sub-contractors and Vendors:**

- Supervises and coordinates additional contracted personnel, as necessary.
- Monitors all sub-contractors and required inspections.
- Inspects each phase of work to determine if quality standards are met and that trades are completed on schedule.

### **Other Duties, as Assigned**

- Performs other appropriate duties and activities as assigned.

## **KEY COMPETENCIES:**

- Understand the Habitat for Humanity mission and vision and promote it to all Build Day participants (volunteers, homeowners, donors, AmeriCorp, etc).
- Extensive background in all phases of residential construction, preferred.
- Experience managing construction projects, strong communication skills and the ability to solve problems quickly is a must.
- Utilize leadership skills to effectively instruct volunteers in construction methods. Skill and comfort working with volunteer laborers.
- Completion of all required safety trainings (offered by Habitat), Including: First Aid and CPR certified and CMCH certified (Habitat's version of OSHA).
- Belief in team approach to work environment, and commitment to the mission of Habitat.
- Strong leadership skills.
- Management skills and experience.
- Excellent verbal and written communication skills.
- Experience with MS Office programs.
- Able to deal well with stressful situations and a wide variety of people.
- Patient teacher with strong delegation skills; and
- Reliable, honest, able to maintain confidentiality.

## **ADDITIONAL REQUIREMENTS:**

- Completion of criminal background check.
- Meets one (1) of the following Citizenship requirements:
  - Citizen, permanent resident alien, or nationals of the United States
  - Non-citizen who are eligible under Federal law or unrestricted employment
- Local travel required; access to automobile preferred.
- Physical demands while performing construction duties:
  - ability to stand for 8 plus hours at a time.
  - ability to lift a minimum of 50 pounds.

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