



Putnam County
Habitat
for Humanity®

JOB DESCRIPTION:
Critical Home Repair (CHR)/Construction Manager

*Reports to: Executive Director Employment Status: Full Time Equivalent
Salary: \$35,000 plus \$3,000 healthcare stipend (annual)*

Primary Role: The CHR/Construction Manager coordinates the repair and construction of safe, decent, affordable housing by:

- Overseeing the construction process on all PCHFH projects, including the ongoing Critical Home Repair program and the biannual New Homeownership program build.
- Supervising and leading on-site construction, including independent contractors and construction volunteers.
- Creating a positive and encouraging work atmosphere.
- Procuring construction materials through competitive bid process and assisting in the development of donations of professional labor and in-kind materials.
- Ensuring that safety guidelines are followed on-site and that adequate training is provided to construction team and daily volunteers.
- Holding the main responsibility for the delivery of homes/projects on time and within the budget established by the PCHFH Board of Directors.
- Being responsible for seeing that homes are built in accordance with applicable building codes.
- Being skilled in detailed techniques and principles of construction, construction scheduling, procurement, budgeting, warranty program and continuous improvement.

Responsibilities:

CHR

- Meet with qualified CHR applicants in their homes complete initial paperwork and to photograph requested repairs to be reviewed with the CHR team
- Assist CHR team in developing plans and specifications for repairs
- Follow-up with team-accepted CHR applicants whose repairs are approved by CHR team
- Prepare materials list from plans and organize timely ordering and delivery of materials and supplies.
- Develop good working relationships with subcontractors.
- Maintain and ensure on time and on-budget completion of CHR projects

New Home Construction

- Assist Construction team in selecting and modifying plans and specifications for home construction
- Ensure that Construction team is meeting all standards related to affiliate green building and energy efficiency practices and other building programs in which the affiliate may be involved.
- Work with various municipal staff on the application and approval of permits, inspections and specifications as required.
- Develop good working relationships with subcontractors.
- Maintain and ensure on time and on-budget completion of construction projects
- Monitor site recycling, material reuse, and material storage activities.
- Maintain tools and equipment inventory. Coordinate tools and equipment among construction sites.
- Oversee completion of “punch-list” items.
- Work with Family Selection and Support team to conduct walk-through inspection with family upon completion of the home.

Supervisory Role:

- Coordinate with staff and Volunteer Coordinator for optimal and efficient volunteer coverage.
- Ensure proper training and instructions on Habitat's construction practices and safety procedures are given to all volunteers.
- Enforce safety policy and OSHA safety standards on site. Act as a member of the safety committee.
- Ability to supervise volunteers with a variety of skill levels and patience to explain and teach various skills.
- Maintain active CHR and Construction teams
- Facilitate monthly CHR meetings, as well as Construction meetings as needed during a new home build cycle.

Communication:

- Work closely with the volunteer coordinator to coordinate schedules as well as long-term planning for volunteer needs.
- Attend Board of Directors meetings as needed.
- Turn in paperwork and timesheets in a timely manner.

Administrative Responsibilities:

- Approve invoices and sales slips for purchased materials and all other construction-related expenses.
- Provide final contracts and expenses to the Finance team to keep the CHR budget updated
- Document in-kind donations and communicate these with Executive Director and Office Coordinator.
- Coordinate with Office Manager to ensure W-9, contractors license, certificate of insurance for general liability, and workers compensation are on file prior to subcontractor starting project.

Skills & Personal Characteristics:

- Dedication to and ability to articulate the mission and core values of Putnam County Habitat for Humanity.
- Strong interpersonal skills, dealing well with a variety of people, personalities and backgrounds.
- Detailed knowledge of techniques and principles of residential construction.
- Skill in using machines, equipment, and specialized tools used while performing work.
- Ability to plan, schedule, prioritize, coordinate, delegate and manage multiple work activities.
- Demonstrated administrative, communication and leadership skills.
- Attention to detail and overall quality control.
- Ability to read and interpret building plans and specifications.
- Ability to perform in a construction setting: lifting, climbing, working at heights, etc.
- Must be licensed to drive in the State of Ohio.

Education & Experience:

- At least 3 years experience in the residential construction industry.
- Basic mathematical aptitude to calculate building measurements, quantities, etc.
- Safety and first-aid training for emergencies on-site.
- Basic computer skills.
- Background check required.