



## Habitat for Humanity of Durham, Inc. Construction Department

### **Construction Program Manager** **Full-time, 40 Hours per week**

Habitat for Humanity of Durham (North Carolina) is seeking an experienced and talented individual to serve as the Construction Program Manager. The successful candidate for the position will join a well-respected organization and will have the opportunity to build on the agency's 26-year history as one of the area's leading providers of decent, affordable homes that are built in partnership with people in need and communities that care. The successful candidate must possess a passion for the mission of Habitat while demonstrating a commitment to the mission and strategic vision of the organization.

Founded in 1985, Habitat of Durham has broken ground on nearly 270 homes for local families whose housing is unsound, unsafe or overcrowded. Habitat of Durham is part of a network of affiliates in some 3,000 communities around the world. Habitat's operating model is based on the concept of serving as both homebuilder and mortgage lender. By providing no interest loans, Habitat offers affordable mortgages to families that don't qualify for traditional loans. This financial model is made possible through generous contributions of volunteer labor, materials and money by supporters, as well as through the "recycling" of home owner mortgage payments.

Although the home ownership program is the core of its operations, Habitat of Durham works in other ways to advance its mission of creating safer communities while allowing families to build equity and achieve a brighter future. As part of transforming entire neighborhoods, the agency repairs, weatherizes and beautifies existing homes through a program called "A Brush With Kindness."

For detailed information on Habitat's history, programs and community impact, visit [www.durhamhabitat.org](http://www.durhamhabitat.org).

### **General Function**

The Construction Program Manager (Manager) is responsible for facilitating the construction activities of Habitat of Durham with respect to its mission of eliminating substandard housing in the community while upholding its core values and the highest levels of safety, quality, and community partnership set by Habitat for Humanity of Durham (HFHD). The Manager will be responsible for helping to build a system for keeping construction activities on schedule, tracking construction progress, and balancing resources between construction projects. The Manager will report to the Construction Director and will work closely with the Construction Supervisors, Land Development Manager, the Volunteer Manager and Fiscal Assistant.

### **Qualifications**

The Construction Program Manager must be committed to the mission and vision of HFHD and Habitat for Humanity International. He/She will have a solid knowledge of residential construction management including sound construction practices, site selection and preparation, selection of sub-contractors/vendors, material selection, budgeting, residential building codes, and OSHA safe work practices. The ability to organize and communicate the work for his or herself, the construction staff, and volunteer crews, and the ability to motivate volunteers and staff are essential qualifications. The Manager must demonstrate a willingness and ability to work well in a team-oriented manner with all types of people while fostering quality relationships with co-workers, volunteers, homeowners, community members, inspectors/officials, and sub-contractors/vendors. The Manager will be expected to hold or obtain Qualifier status for Residential Contracting with the NC General Contractor Licensing Board.

- Minimum 2 years of experience working in the residential or commercial construction industry as a contractor or project manager.
- Understanding of green building principles and programs including: Energy Star, and NAHB-RC.
- Strong communication, planning, and organizational skills.
- Understanding of construction accounting principles.
- Proficiency with computer systems including use of MS Office suite and project management systems.
- Ability to act as the Construction Director for limited periods of time should the Construction director become unavailable.

## **Responsibilities**

The Construction Program Manager will be responsible for the safe, timely and, on-budget completion of HFHD construction projects. They will work closely with Construction Supervisors and the Fiscal Assistant to coordinate vendor and sub-contractor scheduling, provide technical construction assistance, and oversee general construction operations. He/She will coordinate with the Volunteer Department and Construction Supervisors to effectively allocate volunteer resources to construction projects. Additionally, the Manager will implement the Construction Safety Program and will act as the designated Safety Manager. He/She is responsible for maintaining a professional and enthusiastic attitude that will encourage continued involvement by volunteers and partners. The Manager will utilize Construction Supervisors, volunteers and sub-contractors to complete construction goals. Work during non-business hours, including weekends, may be required periodically to support construction or other affiliate activities.

### **Primary Responsibilities**

- Coordinate site development and pre-construction tasks including, grading/demolition, surveying, erosion control, foundation work, water and sewer service, electrical service, site sanitation, and tool storage.
- Oversee project schedules as updated by site supervisors to ensure timely completion of projects.
- Ensure Construction Supervisors are current on project schedules and working proactively to complete the project in the defined timeframe.
- Provide technical assistance to Construction Supervisors throughout the construction process. Ensure projects are meeting standards for quality, energy efficiency, and green building certification while staying on time and on budget.
- Conduct regular site safety inspections to ensure OSHA compliance, complete incident reports as required and enforce safety policy for staff and volunteers.
- Work with the Volunteer Dept. to ensure volunteer resources are allocated appropriately to maintain project progress and that volunteering opportunities are accurately represented.
- Solicit competitive bids for materials, and services from eligible sub-contractors and vendors.
- Submit purchase and work orders to sub-contractors and vendors ensuring accurate cost coding.
- Supervise all scheduling of sub-contractors and vendors performed by Construction Supervisors. Ensure sub-contractors and vendors stay informed of schedule changes while maintaining positive professional relationships.
- Facilitate necessary vendor or sub-contractor interactions to complete warranty repairs as needed.
- Update job folders with important project documents including surveys, concrete tickets, plans, homeowner selections, etc.
- Refine take-offs and work order templates to improve project budgeting and streamline ordering.
- Maintain adequate inventories of standard Gift-in-Kind items for the given construction schedule.
- Work to build relationships with vendors and sub-contractors that will allow for solicitation of Gift-In-Kind donations periodically. Communicate Gift-In-Kind information to the Fiscal Assistant.
- Foster an environment that serves Habitat's mission and upholds its core values including being an environment of empowerment and accountability for homeowners, staff and volunteers performing construction activities.

## **Secondary Responsibilities**

- When required, provide additional on-site leadership for volunteers at construction sites.
- Assist Family Services with the home owner finish and options package selection. Periodically check with vendors to ensure product samples are current.
- Assist Construction Supervisors with the inspections process including providing documentation for inspection officials, performing pre-inspection walk-throughs, etc.
- Assist Construction Director with maintaining the construction calendar. Communicate realistic project timelines and implement construction streamlining procedures.
- Assist Fiscal Dept. with preparation of invoices for reimbursements from sponsors, the softwood lumber grant, Duke Energy, and reporting.
- Assist Construction Director with the preparation of build schedules and permitting applications.
- Assist Construction Director with other projects as needed.

## **Compensation**

The Construction Program Manager's compensation will be commensurate with the experience and background of the successful applicant. Habitat for Humanity of Durham offers a competitive benefits package.

## **Application Process**

To apply, send cover letter and resume to:  
Habitat for Humanity of Durham - Construction Program Manager Position,  
c/o Satana Deberry, 215 N. Church St. Durham, NC 27701

or

[sdeberry@durhamhabitat.org](mailto:sdeberry@durhamhabitat.org)

Applications will be accepted until February 10, 2012 or until the position is filled.

**Habitat for Humanity of Durham is an Equal Opportunity Employer.**