



Part-Time Construction Manager, Neighborhood Revitalization (Temporary)

ABOUT HABITAT

Established in 2000, Habitat for Humanity of Southern Santa Barbara County (Habitat Santa Barbara) is a local nonprofit committed to building strength, stability and self-reliance through shelter. We partner with low-income individuals and families in Southern Santa Barbara County to build or improve a place to call home. Homeowners build alongside volunteers and purchase their home, paying an affordable mortgage. Habitat for Humanity of Southern Santa Barbara County has built 22 new homes for 84 people, 50% of which are children, as well as helped rebuild and repair 150 homes. www.sbhabitat.org

Job Summary:

Habitat Santa Barbara seeks a part-time licensed general contractor to lead our construction efforts which focus on helping improve or repair homes for lower income homeowners, to support their health and safety related to housing. The ideal candidate is a person who thrives in a dynamic environment and wants to combine professional achievement with a passion for enriching the lives of others. Position reports to the CEO and supervises a small team of employees, volunteers and paid sub-contractors. This is a temporary position that will last up to 6 months, but may be extended.

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

- Overseeing the construction process on all Habitat Santa Barbara projects.
- Supervising and leading on-site construction, including the construction site supervisors and crew leaders, as well as 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.
- Creating schedules and budgets for the entire scope of Habitat Santa Barbara projects.
- Planning for future construction cycles.
- 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 budget.
- 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.
- Work with program manager and volunteer committee to identify suitable building lots and repairs for homes.
- Assist in developing plans and specifications.
- Work with various municipal staff on the application and approval of permits, inspections and specifications as required.
- Maintain and ensure on time and on-budget completion of homes.
- Responsibility to provide staffing, volunteer leadership, and adequate materials and tools to create excellent volunteer experiences on construction sites.
- Monitor site recycling, material reuse, and material storage activities.
- Maintain tools and equipment inventory. Coordinate tools and equipment among construction sites.
- Work with partner families with call backs, warranty issues, or maintenance advice.

Supervision

- Coordinate with staff 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 safety standards on site.
- Recruit, train, and oversee a team of site supervisors and crew leaders to support the building efforts of the affiliate.
- Ability to supervise volunteers with a variety of skill levels and patience to explain and teach various skills.
- Maintain an active construction committee and facilitate construction committee meetings.

Team Coordination

- Work closely with the volunteer coordinator/program manager, coordinate weekly and monthly schedules as well as long-term planning for volunteer and construction needs.
- Align projects with fundraising goals and budget needs.
- Attend Staff Meetings.
- Turn in paperwork and timesheets in a timely manner.

Administrative Responsibilities

- Properly code and approve invoices and sales slips for purchased materials and all other construction-related expenses.
- Document in-kind donations and communicate these with Development Director and Director of Finance & Operations.
- Ensure W-9, contractors license, certificate of insurance for general liability, and workers compensation are on file prior to subcontractor starting project.

QUALIFICATIONS:

The ideal candidate will have the following characteristics:

Education

- Licensed General Contractor in the state of California.
- Minimum 5 years experience.
- Familiarity with residential ADA requirements required.
- Experience in the residential construction industry. Experience with repairs and remodels a plus.
- Experience managing teams of skilled professionals.
- Basic mathematical aptitude to calculate building measurements, quantities, etc.
- Safety and first-aid training for emergencies on-site.
- Basic computer skills.
- Background check required.

Experience

- Proven ability to deliver projects on time and within budget.
- Ability to read and understand architectural plans and structural drawings.
- Technical understanding of residential and commercial construction codes, sequencing, and best building practices.
- Ability to gather information, prepare reports and communicate effectively.
- Experience with complex and high-end projects.
- Demonstrable experience and passion for quality building and client satisfaction.
- Proficiency with Microsoft Office Suite including scheduling using MS Project.
- Detailed knowledge of techniques and principles of residential construction.
- Knowledge and understanding of local and state building codes.
- 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, financial and leadership skills.
- Attention to detail and overall quality control.
- Technical understanding of land and infrastructure design and ability to read and interpret building plans and specifications.
- Strong organizational and team management skills.
- Strong interpersonal skills, dealing well with a variety of people, personalities and backgrounds.

- Excellent communication and public relations skills.

COMPENSATION

This is a part-time, 20 hour per week position. DOE.

TO APPLY

This position will be open and accepting applications until May 17, 2019. To be considered for this position, email a resume and cover letter to careers@sghabitat.org.

This job description is not intended to be an exhaustive list of all duties, responsibilities, and skills required. 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 Southern Santa Barbara County is an equal opportunity employer.