



## **CONSTRUCTION MANAGER**

Maximize annual impact on families served through providing shelter that includes new builds and home repairs. Develop and implement quality construction plans that meet the needs of homeowners and fit within project budgets. Coordinate and lead on-site building activities, budgets and timeframes in accordance with Bennington County Habitat for Humanity's mission and standard of excellence. This is a 40 hour per week, full-time position.

### **Key Responsibilities:**

- Manage construction programs (home repair and new construction) so as to meet codes, recognize homeowner needs, fit within budgeted resources, and comply with environmental standards.
- Work with Executive Director on construction programs and with office staff on volunteer resources; attend Building Committee meetings.
- Oversee development of site plans and respective building plans with appropriate third party experts.
- Establish specific total development cost budget by line item and timeline for construction and manage expense budget.
- Solicit and procure building materials through vendor bidding process and through donations.
- Organize timely ordering and delivery of materials and supplies and effective management of inventory.
- Schedule and monitor subcontractor and inspector activities to ensure timely and accurate project completion.
- Train and supervise all construction volunteers and houseleaders with strong emphasis on safety.
- Attend Habitat-required training.

### **Key Requirements:**

- Sufficient knowledge of residential construction to oversee all aspects of building projects. Familiarity with International Building Codes. Preferred five years of hands-on building experience from foundation through CO.
- Ability to apply construction knowledge to scheduling, coordinating, and participating in general construction work activities.
- Basic mathematical aptitude to calculate building, area, and volume measurements, quantities, etc.

- Ability to lead, manage, supervise, and motivate volunteers. *Habitat Volunteers build our houses, so the construction manager must be able to teach volunteers how to build every aspect of the house from foundation through CO.*
- Effective interpersonal communication skills.
- Ability to work effectively with people of different backgrounds.
- Ability to plan, schedule, prioritize, coordinate, delegate, and manage multiple work activities.
- Ability to read and interpret standard residential construction blueprints and specifications.
- Flexibility regarding work assignments and work hours.
- Valid Driver's License and reliable vehicle.

To apply, please submit a Cover Letter with Resume and contact information for three (3) references to [execdir.bchfh@gmail.com](mailto:execdir.bchfh@gmail.com) or by mail to Bennington County Habitat for Humanity, PO Box 1159, Manchester, VT 05254.

For more information about this position, including salary and benefits, contact our Executive Director, by email at [execdir.bchfh@gmail.com](mailto:execdir.bchfh@gmail.com) or by phone, 802-367-1000.

Thank you for your interest in working with people who simply want a decent, affordable place to live.