



## Job Description

**Position:** Construction Manager

**Reports to:** Executive Director

**Job Classification:** Exempt, full-time, salaried

**Description:** This position is responsible for developing and implementing construction plans as well as coordinating building activities for the affiliate and outlying communities in accordance with Lawrence Habitat for Humanity's mission and standard of excellence.

### Requirements/Skills:

- Must have a strong background in residential home construction.
- Must be able to handle a variety of projects and have an absolute commitment to job safety.
- Must be lead paint certified or, if not, willing to obtain certification. (LHfH will sponsor training, if needed.)
- Must be able to work effectively as a team member with staff/volunteers and have excellent people skills in order to work with people of all ages, races, faiths, backgrounds, and skill levels.
- Must be goal-driven, results-oriented, quality-minded, and committed to the organization's goal of building homes to ensure everyone has a decent place to live.
- Must be flexible, able to operate independently, and receptive to feedback.
- Must demonstrate strong written, oral, and interpersonal communication skills.
- Must pass a criminal background check and sexual offender check.

### Responsibilities:

- Coordinate activities of new house construction, including but not limited to: 1) purchase of construction materials, tools and equipment, 2) hire subcontractors where needed, 3) pull appropriate permits and call for inspections, and 4) oversee new house construction.
- Serve as staff liaison for Construction Committee, attends board and executive committee meetings as needed.
- Prepare sites for construction, including clearing and foundation work.
- Assist homeowners in the following activities, including but not limited to: 1) monitoring sweat equity hours, 2) educating homeowners in routine house maintenance, 3) conducting punch list for closing, 4) conducting warranty work.
- Coordinate volunteers ranging from beginner to skilled in construction tasks.
- Organize experienced volunteers to lead work groups.
- Responsible for quality control, including review of contractor and volunteer work.
- Responsible for safety at construction site, including but not limited to: 1) implementation of emergency plan, 2) ensure that equipment and tools are in good working condition, 3) train volunteers in safety practices, and 4) monitor volunteers, including minors, to ensure safe use of tools and equipment according to age, skill and OSHA and HFHI regulations.

- Set project budgets for houses and make adjustments accordingly.
- Review billing statements and authorize payment accordingly.
- Executes pertinent responsibilities of fiscal policies, i.e. credit card.
- Work with board/committee members to obtain in kind donations of material and services.
- Maintain order and upkeep of construction containers and storage room.
- Represent LHfH at events, and attend conferences as needed.
- Supports the mission and programs of LHfH

#### **Education and Experience Requirements:**

- Residential contractors' license or ability to obtain one
- Five-years' experience in new house construction management, or equivalent experience
- Ability to coordinate the construction of single-family and multi-family dwellings with volunteers and contractors
- Ability to manage staff, volunteers, and contractors
- Ability to operate company vehicles, construction tools and equipment
- Ability to take and pass the Habitat for Humanity Competent Person Training

#### **Physical Demands:**

- Strenuous activity requiring ability to sit, walk, carry, push, pull, lift, climb, and bend.
- Ability to perform tasks typical of residential construction
- Working Conditions: Exposure to extreme temperatures, loud noises, and other various adverse working conditions associated with outdoor work.

#### **Travel requirements:**

- Travel to and from constructions sites is required. Company vehicle is provided.

#### **Hours and Compensation:**

- 35-40 hour per week salaried position, that may require additional evening and weekend work.
- Salary range- \$48,900- \$60,000 and will be commensurate with experience and education.
- Benefits include paid vacation and holidays, sick leave

#### **Application Deadline:**

- Applications will be accepted until position is filled
- Please submit a cover letter, resume and references to:  
Erika Zimmerman, Executive Director  
Lawrence Habitat for Humanity  
2108 W. 27<sup>th</sup> St., Ste. C, Lawrence, KS 66047  
Email: [director@lawrencehabitat.org](mailto:director@lawrencehabitat.org)

#### **Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.