CONSTRUCTION MANAGER

Company: Habitat for Humanity Detroit
Reports to: CEO/Executive Director
Hours per Week: Full Time
Travel: Moderate - local

Seeking to put God’s love into action, Habitat for Humanity Detroit brings people together to build Homes, Communities and Hope.

Ready to join a team of passionate people who work tirelessly to provide the Detroit Community with affordable housing solutions? Working for Habitat Detroit, you will have the opportunity to make a difference in the community and help create better housing options for families in need.

Summary: The Construction Manager is responsible for the safe, efficient and cost effective management of all Habitat construction activity. They are skilled in both the technical skills required for the job and in leading and directing their team and volunteers.

Role and Responsibilities
• In coordination with the volunteer director, fund development and finance, develop an annual construction schedule and activities
• Create and constantly manage project schedules to ensure on-time completion
• Develop and meet budget for each project and provide detailed reports on all costs
• Manage the bid process and proper vetting of subcontractors
• Secure and oversee subcontractor work
• Secure required materials and equipment from approved vendors
• Assist in building donations of labor and in-kind materials
• Secure permits where necessary, schedule inspections and where necessary oversee inspections
• Timely submission of invoices and receipts
• Serve as the designated Safety Officer and ensure all OSHA safety guidelines are followed
• Secure as needed certifications and continuing education
• Manage tool and equipment inventory. Ensure proper working tools are available for future projects. Repair/replace when necessary.
• Determine volunteer requirements needed for construction projects (numbers, tasks and skills)
• Supervise (and serve as) a crew leader on the job site for volunteer days
• Assist in recruiting and training new volunteer site leaders
• Provide proper safety instructions and task training for volunteers on all construction sites
• Ensure proper tools, equipment and materials are available in a timely manner on site
• Support a construction committee
• Other duties and responsibilities which may be assigned by the Director or Executive director in pursuit of the Habitat mission.
Required skills and experience

• Must have a valid Michigan Residential Construction license
• 3-5 years’ experience in residential construction – new construction, rehab and repair
• Ability to efficiently manage multiple project schedules
• Experience with direct supervision and oversight
• Proficient with technology including Microsoft Office and construction software
• Excellent communication, planning and organizational skills
• Ability to with people of all ages, races, faith and cultural backgrounds
• Desire and ability to establish working relationships with Habitat families and volunteers
• Ability to work evenings and weekends as project requires
• Valid driver’s license required, CPR and First Aid training preferred
• Commitment to being anti-racist and actively promote diversity across race and ethnicity, gender, sexual orientation and disability.

To apply please send your cover letter, resume and salary requirements to sosterland@habitatdetroit.org