



Fort Collins
Habitat
for Humanity®

Construction Director

| | |
|---|---|
| Title: Construction Director | Employment Status: Full-Time |
| Department: Construction | FLSA Status: Exempt |
| Reports to: Executive Director/CEO | Supervises: Construction Superintendent/Site Manager |

SUMMARY:

Our mission is *“Seeking to put God’s love into action, Habitat for Humanity brings people together to build homes, communities and hope.”*

A core Habitat program is the construction of new and rehabilitation of existing affordable homes with volunteer labor. The Construction Director is responsible for managing the ongoing building process of residential structures through completion (obtaining building permit through receipt of Certificate of Occupancy).

This position is a cornerstone to meeting the mission of Habitat for Humanity and works in partnership with all of Habitat’s key stakeholders including volunteers, donors, subcontractors and vendors, developers, staff and board members, and the City of Fort Collins. In this role, the individual must be comfortable being a face of the organization in the community and representing the identity of the organization (as described below).

CORE RESPONSIBILITIES:

1. Residential Construction

- a) Responsible for all aspects of construction management including but not limited to: permitting, planning, scheduling, supplier and product selection, subcontractor solicitation, selection, contract and change order management, coordination of the processes and inspections required for certificate of occupancy and coordination of staff resources.
- b) Responsible to make sure that all projects are on-time, on-budget, and the quality standards are met.
- c) Plans production goals with Construction Superintendent to ensure success of the organization’s strategic plan for completed housing units. Sets project start and completion dates and ensures on-time project completions.
- d) Plan and supervise preliminary infrastructure schedule. Schedule and complete infrastructure work at least one month prior to vertical construction start dates (seeking approval for exceptions). Includes managing site erosion control and associated permits.
- e) Establish internal structure, procedures and processes required to meet objectives and manage day-to-day operations. This includes the development of an operations manual to communicate the process and procedures involved in every phase of the project to ensure safety, quality and completion.
- f) Set construction budget and track all construction-related costs and review and approve all construction-related invoices in partnership with the Finance Director.
- g) Build capacity within the construction department to meet the needs of continually increasing housing production goals.
- h) Responsible for other tasks as required for successful completion of construction projects and the management of resources.

2. Program Management

- a) Establishes program requirements and metrics for each construction program, ie quality management, safety procedures, closeout checklists.
- b) Monitors, reports and develops corrective actions as needed to ensure that housing products continually meet or exceed established standards.
- c) Coordinate required safety practices – ensure use of equipment and/or protective measures for volunteers or other construction trades/suppliers.
- d) Accurate estimating of projects assigned.
- e) Purchasing materials and subcontracts economically and expeditiously for projects assigned.
- f) Efficient coordination of field and office activities, including job scheduling activities.
- g) Company liaison with vendors and contractors, including but not limited to architects, engineers, electricians, HVAC, and plumbing. Includes subcontract execution and management and risk management.

3. Safety Management

- a.) Designs, develops and shares the organization's construction Safety plan and Program by training employees and construction volunteers on safe practices and standards consistent with current OSHA regulations and Habitat for Humanity International policies.
 1. Researches, performs and leads monthly safety meetings for all Construction staff.
 2. Maintains current safety practices, continues to develop the construction safety program and keeps the Safety Policy & Program Handbook and documents up to date.
 3. Remains current on safety regulations and policies.
 4. Identifies external safety training opportunities for the Construction Staff to attend.

4. Human Resource Management

- a) Responsible for hiring construction staff team, determining compensation, doing performance reviews with Construction Site Superintendent.
- b) Supervises Construction Site Superintendent and construction administrative volunteers.
- c) Maintains a collaborative work environment to ensure positive, effective and efficient working relationships between construction staff and all other departments, board members, committees, staff of the organization, as well as subcontractors and vendors, partner families, volunteers, and the City of Fort Collins.
- d) Provides mentoring and professional growth opportunities for construction staff to equip them to meet departmental and organizational goals.
- e) Encourages utilization of volunteer support throughout the department.
- f) Monitors staff's performance on a regular basis and conducts and documents annual performance reviews for all construction staff, developing annual work plans and measurements for personnel accountability and program efficiencies that help meet organization, departmental and individual goals.
- g) Maintains professional, discrete communication and does not pass along information that may be considered private and protected information of others, including but not limited to partner families, volunteers, donors, vendors and other staff.

5. Communication & Planning

- a) Monitors program activities and appropriately responds to the impact of unplanned events and informs the Executive Director and CEO.
- b) Facilitates meetings with diverse participants, including forging new relationships with developers.
- c) With the other Directors, create a long-term vision to realistically and sustainably increase the number of partner families served.

6. Financial Performance

- a) Works with the executive team and other staff to develop annual budgets and financial projections.
- b) Establishes and monitors key metrics to ensure projects are completed at or below budget.
- c) Identifies and initiates opportunities to reduce project costs and create operational efficiencies.

7. Leadership

- a) Ensures that the Executive Director and CEO is fully informed in a timely and consistent manner of all construction related planning, administrative and programmatic activities.
- b) Enhances the department's culture by reinforcing core values and fostering a positive work environment.
- c) Maintains a working knowledge of best practices and significant developments and trends in the field of residential construction.

STANDARDS FOR MEASURING PERFORMANCE

- Maintain on-budget and on-time projects.
- Maintain a high internal and external customer satisfaction level.
- Maintain high standards of integrity and compliance.

KNOWLEDGE & SKILLS:

- Ability to balance leadership and management roles within a growing organization. Self starter and ability to work independently.
- 5 years or more of successful experience with increasing responsibility in managing residential construction, personnel supervision, and supplier and program management including supervisory experience with trade contractors.
- Successful project management experience and ability to manage multiple projects simultaneously.
- Works as an effective and proactive team player. Collaboration, networking and relationship-building skills.
- Able to identify, evaluate, problem solve and give direction regarding problem resolution for individual and department-wide issues. Position requires an ability to effectively manage conflict.
- Makes decisions and solves problems independently and effectively. Ability to think and act decisively.
- Exceptional communication skills.
- Excellent interpersonal skills with diverse types of people.
- Work as an effective and proactive team player; skilled in collaboration, networking and relationship-building that is positive, optimistic and fosters an upbeat work environment.
- Ability to understand and analyze the implications of project financial performance.
- Intermediate to advanced experience with MS Office Suite with focus on Excel and MS Project

EDUCATION, EXPERIENCE:

- HS diploma or equivalent required, with significant residential construction supervisory experience. BA/BS preferred.
- Residential Class C general contractor's license preferred.
- 5 or more years of project management or direct on-site experience with increasing responsibility in an applicable setting.
- Thorough understanding of and project management experience in the residential home construction process.
- OSHA 10 certified or willingness to acquire same on a priority basis.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to work effectively in both office and construction site environments.
- Ability to sit at a desk for extended periods of time.
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- Some weekend and evening hours required.
- Ability to adequately traverse a residential construction job site; climbing, jumping, lifting, carrying (minimum 50 lbs.) or other similar activities as required.
- Ability to evaluate completed construction tasks/stages for their correctness.
- Ability to communicate assigned tasks or to convey information to staff and volunteers.
- Ability to maneuver typical construction site obstacles.

WORK ENVIRONMENT AND CONDITIONS:

- Interior and exterior working environment during a variety of weather conditions.
- Ability to drive all construction vehicles and pull trailers as required and be insured.
- Able to drive throughout the service area (Fort Collins and surrounding rural areas) to reach construction site/s as applicable.
- Must have valid driver's license and automobile insurance

The above outline of duties is not arranged in order of priority. These duties are not meant to restrict initiative, but rather to describe minimum activities. Those duties will from time to time be altered by the Executive Director/CEO to suit the needs of the organization.

SALARY RANGE: \$70-\$85K commensurate with experience

Please submit resume and cover letter including three references to Kristin Candella at KCandella@FortCollinsHabitat.org. No phone calls please.

An Equal Opportunity Employer, Fort Collins Habitat for Humanity does not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

About Fort Collins Habitat for Humanity

Fort Collins Habitat for Humanity is part of a global, nonprofit housing organization operated on Christian principles that seeks to put God's love into action by building homes, communities and hope. Fort Collins Habitat is dedicated to eliminating substandard housing in the Fort Collins area and worldwide through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions.

Habitat for Humanity was founded on the conviction that every man, woman and child should have a simple, durable place to live in dignity and safety, and that decent shelter in decent communities should be a matter of conscience and action for all. As an affiliate of Habitat for Humanity International, we abide by all the global guiding principles but also by a set of locally adopted principles that reflect who we are and our goal of building 50 More Homes by 2020.

1. **Christian homebuilder & provider of housing support services.** Other purposes will be pursued only with Board input and approval.
2. **People focus.** We seek to treat people as we want to be treated.
3. **Needs driven.** We seek to grow to address a growing need for safe, affordable housing.
4. **Safety.** Safety for homeowners, staff and volunteers guides our decisions and actions.
5. **Capacity & Sustainability.** We develop people, processes, land and funding to enable ongoing pursuit of our mission.

About Fort Collins, Colorado

Money Magazine named Fort Collins the best place in the country to live. The Old Town Historic District has fine bookstores, galleries and shops. Because Fort Collins is also home to Colorado State University, it has all the liveliness and bustle of a college town. Good restaurants, craft breweries, nightlife and culture abound. There's always something going on.

This northern Colorado city is an outdoor-oriented community, with the nearby national park, Lory State Park and Horsetooth Reservoir, where you can do everything from boating and swimming (in the summer months) to horseback riding, camping, fishing, mountain biking and rock climbing. And there are plenty of places for off-road driving, mountain biking, hiking and other outdoor activities. Golfers will find several challenging local courses, and anglers can fish for both stream and warm-water fish.

Learn More:

<http://www.visitftcollins.com/>

<http://downtownfortcollins.com/>

<http://www.fortcollinschamber.com/>