



Fort Collins  
**Habitat**  
for Humanity®

## Construction Manager

<b>Title: Construction Manager</b>	<b>Employment Status: Full-Time</b>
<b>Department: Construction</b>	<b>FLSA Status: Exempt</b>
<b>Reports to: Executive Director/CEO</b>	<b>Supervises: Construction Project Manager, Carpenter, Crew Leaders, Volunteers</b>

### **GENERAL DESCRIPTION:**

The Construction Manager is responsible for planning and overseeing new residential structures from foundation completion through final construction (receipt of Certificate of Occupancy). This position works closely with design team, government grants compliance, project manager, crew leaders, volunteers, and home office team. It also includes working collaboratively as a member of the Leadership Team to ensure we exceed our partner's expectations – which is our primary goal. Our partners include homeowners, donors, volunteers, AmeriCorps Members, and our internal team.

### **CORE RESPONSIBILITIES:**

1. New Construction Management
  - a) Responsible for construction management, including planning, scheduling, subcontractor selection and management, and coordination of construction staff and volunteer resources.
  - b) Implements production goals to ensure success of the organization's strategic plan for completed housing units. Coordinates project start and completion dates and ensures on-time project completions.
  - c) Manages internal structure and processes required to meet objectives and manage day-to-day operations.
  - d) Develops a solid Construction Team through training and performance management to achieve housing production goals.
  - e) Responsible for other tasks as required for successful completion of construction projects and management of resources including wearing a tool belt and working onsite as needed.
  - f) Through leadership, identify opportunities for process and communication improvement.
2. Program Management
  - a) Responsible for development and management of key programs that support the construction process, including quality control, energy efficiency, safety, and material and house sustainability
  - b) Monitors, reports and develops corrective actions as needed to ensure that housing products continually meet or exceed established standard work practices. Continuously look to improve/refine these.
  - c) Enforce required safety practices – ensure safe use of equipment and/or protective measures for staff and volunteers.
  - d) Stays current on applicable building codes – shows the ability to find answers and solve problems in a timely manner – communicates directly with the inspectors regarding code questions and jurisdictional requirements.
  - e) Ensures proper erosion control standards are maintained on all sites at all times – stays current on certification.
  - f) Takes part in regular red-line plan reviews with architect and design team.
  - g) Fosters culture that provides a high-quality volunteer and homeowner experience and collaborative culture across the organization.
3. Human Resource Management

- a) Supervises construction project manager and crew leaders and provides effective supervisory oversight of volunteers and AmeriCorps Members.
- b) Sustains a collaborative environment to ensure positive, effective and efficient working relationships between construction staff and all other departments of the organization, as well as suppliers, contractors, families and volunteers.
- c) Provides mentoring and supports professional growth for construction staff.
- d) Manages the training needs of staff to equip them to meet department goals.
- e) Encourages utilization of volunteer support throughout the department.
- f) Monitors staff's performance on a regular basis and conducts annual performance reviews for all direct reports.
- g) Actively takes part in the training of new hires on the construction staff.
- h) Shows the ability to use good judgment and possesses strong decision-making abilities on site regarding code concerns, quality control issues and volunteer, staff and subcontractor behavior.

#### 5. Communication & Planning

- a) Works with staff to develop annual work plans and measurements for personnel accountability and program efficiencies.
- b) Monitors program activities and responds effectively to impacts of unplanned events.
- c) Establishes benchmarks and metrics to evaluate staff and departmental performance against goals and oversees development of evaluation tools for program assessment.
- d) Facilitates meetings with diverse participants

#### 6. Financial Performance

- a) Works with Executive Director/CEO and CFO to review and provide input on Project Budgets.
- b) 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.
- d) Implementation and oversight of applicable grant- and sponsor-related requirements - emphasis on documentation of compliance and meeting timelines required.

#### 7. Leadership

- a) Enhances the department's culture by reinforcing core values and fostering a positive, collaborative work environment.
- b) Maintains a working knowledge of best practices and significant developments and trends in the field of residential construction and energy efficiency.

#### **KNOWLEDGE & SKILLS:**

- Ability to balance leadership and management roles. Self-starter and ability to work independently.
- Demonstrated experience in residential construction, personnel supervision, and supplier and program management
- 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.
- Sound judgment and a high level of integrity to address sensitive and confidential information and make good decisions under pressure.
- Results-oriented, accurate, with keen attention to detail.
- Self-directed; takes the initiative, proactively addresses problems; can work with minimal oversight.
- Analytical; with the ability to give, receive and interpret information to determine the root problem and bring issues to a successful conclusion.
- Positive, optimistic outlook that fosters an upbeat work environment.

**EDUCATION, EXPERIENCE:**

- HS diploma or equivalent required, with significant residential construction supervisory experience. BA/BS preferred.
- Fort Collins residential Class C general contractor’s license required -- or willingness to acquire same on a priority basis.
- 10-15 years residential construction experience w/5+ years of supervisory experience.
- Thorough understanding of and project management experience in the residential home construction process.
- Knowledge of applicable residential building codes.
- Experience working with Fort Collins Building Officials preferred

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

- Ability to work effectively in both office and construction site environments.
- 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:**

- Exterior working environment during a variety of weather conditions.
- Ability to drive all construction vehicles and pull trailers as required.
- Ability to work long hours on feet in a fast-paced environment.

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:**

\$85-95K depending upon experience

Please submit resume and cover letter including three references to Sara Coutts at [scoutts@fortcollinshabitat.org](mailto:scoutts@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.*

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**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/>