

JOB POSTING

JOB TITLE: Construction Staff and Volunteer Manager

GENERAL SUMMARY:

The Construction Staff and Volunteer Manager is a field-based Construction Management position responsible for the successful completion of all volunteer home construction activities. This position is responsible for the management of all non-exempt construction staff, volunteers, and volunteer-related construction field operations in carrying out the volunteer construction activities. Ensures the construction site is orderly, safe, organized and represents Habitat for Humanity in a positive manner at all times. Requires an established working knowledge of residential construction trades, tools and methods including but not limited to: carpentry, concrete, drywall, masonry, siding, roofing, flooring, trim, mechanical, electrical, plumbing and appropriate energy efficient trade practices, and the ability to direct the work of construction staff and volunteers. Reports to the SVP of Construction.

KEY RESPONSIBILITY AREAS:

Volunteer Home Construction

1. Leads and coordinates house builds.
2. Coordinates sponsors, volunteer labor, tools and materials necessary in the construction of quality, affordable homes for low-income families.
3. Review plans, specifications, and construction sheets in order to be familiar with the steps necessary to construct good quality homes, at the lowest cost and shortest time possible.
4. Layout concrete slabs and mark for wall panel placement – check location of plumbing to insure plumbing will be located inside wall lines.
5. Coordinate and supervise the work of all non-exempt construction staff and volunteers. Insure all volunteer activities are completed as necessary to meet deadlines and scheduled inspections. As necessary, lead and direct non-exempt staff to complete and/or correct construction items to meet schedules and deadlines.
6. Supervise, coordinate and support agency S.O.S. and general volunteers
7. Supervise and coordinate non-exempt staff as needed in the timely completion of all Punch List Inspections and completion of Punch List work.
8. Manage site safety – work with construction staff and volunteers to dispose of materials properly.
9. Instruct volunteers at the build site of the correct and safe use of tools and equipment to construct quality homes efficiently and safely.

Construction Site Management

1. Coordinate activities with the Site Manager and SVP of Construction on a daily basis
2. Protect all material at jobsite from weather and theft.
3. Maintain the streets free of debris and mud.
4. Manage traffic coordination with the Volunteer Relations Manager.
5. Manage tool and material containers on site to reduce inventory, waste and damage.
6. Manage Habitat tool and equipment inventories to ensure availability, security, maintenance, and safety.
7. Responsible for regular inspection and maintenance of all on-site housekeeping and volunteer parking.
8. Maintain orderly stockpiling of remaining or excess materials at the build site to assist the Site Manager and Project Manager with accurate ordering.
9. Responsible for the maintenance and communication of job site first aid, vehicle first aid and fire extinguishers. This shall also include annual certification in first aid and CPR.
10. Assist the Site Manager and Project Manager in the administration, coordination, distribution and inventory of all agency "Gift in Kind" donations to construction.
11. Coordinate the preparation of new job sites such as location of storage facilities for material and tools.
12. Works with SVP of Construction, Volunteer Relations Manager and Safety Officer to manage HFHGN's safety program: OSHA, TOSHA, supervisor and volunteer training, tools, job site environment, blood borne pathogens, insurance inspections, etc.

ESSENTIAL FUNCTIONS OF THE JOB:

- Position requires strong scheduling, organizational and reporting skills.
- Position requires a valid TN Driver's License and an insurable driving record
- The ability to operate a motor vehicle and construction equipment.
- Position requires a good working knowledge of residential construction trades, tools and methods including but not limited to: carpentry, concrete, drywall, masonry, siding, roofing, flooring, trim, mechanical, electrical, plumbing and appropriate energy efficient trade practices.
- This position requires a good understanding of building codes and practices and requisite agency compliance with the same.
- This position requires the ability to work professionally, effectively and efficiently with sponsors, volunteers, and other Habitat staff.
- This position requires effective supervision of non-exempt construction staff to assure timely and cost effective delivery of all projects.
- This position requires strong and effective communication skills and the ability to work with and train others with variable levels of construction skill. Also required is the ability to speak to volunteers publicly on the construction site.

QUALIFICATIONS:

Previous construction and supervisory experience required. High school degree required; Bachelor's degree preferred. Must have a solid understanding of building codes and inspections. Must have the ability to lead volunteers to construct house components i.e. wall panels, fly rafters, porch beams etc. Good work and business ethics. Must be a proven self-starter with the ability to work independently in a fast-paced environment. Individual must be organized and capable of good task follow-up. Must have the ability to relate to people of different races, faiths, and incomes.. Must have the ability and willingness to lead by example and set the pace for the non-exempt staff by working directly with them on construction tasks. Requires valid TN driver license and clean driving record.

TIME REQUIREMENTS:

40+ hours per week. Must be able to work Saturdays and Sundays during the Spring and Fall homebuilding seasons. Satisfactory attendance is required.

HFHGN is an Equal Opportunity Employer and a TN Drug Free Workplace