

Director of Construction

Habitat for Humanity of Sonoma County (HFHSC) is looking for an individual who is ready to make a real difference in the housing industry in Sonoma County. The County faced a severe need for affordable housing before the tragic fires in October, and now the need is even greater. We are looking for a Director of Construction who is ready to lead construction efforts for new development projects and home rebuilding efforts within Sonoma County.

We seek an individual that has extensive experience in traditional construction techniques, but is also ready and very willing to embrace and implement modern building techniques and digital tools being made worldwide. You must be excited about utilizing pre-fab and panelized building construction techniques to deliver housing to our homebuyers. If you're already experienced with modern building techniques, you've got a big foot forward!

You will lead construction efforts on our current projects, rebuilding homes destroyed by the wildfire, and our future higher density residential developments. You will ensure a smooth migration to design and construction management software for the organization that will help make our organization one of the most efficient homebuilders in the region. Efficient homebuilding will enable us to serve more families needing affordable housing.

Job Description Detail:

Position Summary: The Director of Construction oversees all field aspects of HFHSC construction process in a way that utilizes developer and prefab partners, staff, AmeriCorps National Direct members, volunteer labor/Crew Leaders and materials to produce quality homes in a safe, affordable manner, provides leadership and, in partnership with the Director of Real Estate Development and the CEO, is accountable for its strategic operational direction as it relates to construction. This position will include managing construction staff, overseeing residential construction sites, overseeing permitting and inspections of all projects, training volunteers, assisting with plan and site development, developing construction quality assurance methods to improve long term product and efficiency.

Primary Responsibilities:

Pre-Construction Planning:

- Work with CEO, Director of Real Estate Development, Construction Staff and Habitat Team to develop an overall construction plan for each build calendar year.
- Be familiar with HFH International House Design Criteria requirements and maintain and implement the current HFHSC House Design Criteria Policy.
- Explore new construction methods and new building materials.
- Plan and oversee all activities related to achieving HFHSC's building production goals including producing schedules, cost estimates, reviewing plans, acquiring materials and hiring subcontractors, and coordinating staff and volunteer resources.

Construction Staff Management:

- Develop project budgets and process payment authorizations. Work in collaboration with the Director of Finance, Board Treasurer, Director of Real Estate Development, and CEO for approval of budget. Update standardized monthly budget to maintain accurate estimates of all project costs and provide budget report at the Construction Committee meeting.
- Act as staff representative at the Construction Committee, Long Range Planning Committee, and Board meetings.
- Work with local government to ensure planning and development criteria are met both before and during construction.

- Work with the Construction Coordinator to ensure build efficiencies for each project (via vendor management and software programs), and maximize donations toward the projects under development.
- Plan and coordinate scheduling of build volunteer labor in collaboration with the Volunteer Manager using weekly building volunteer need projection reports that include projections for the next six weeks.
- Responsible for recording of construction-related expenditures for accounting data. Direct the Construction Coordinator to track and compile warranty information, supplies, contractors, etc. for each property and disseminate that information as appropriate.
- Coordinate closely with the Homeowner Services and Volunteer Managers to ensure effective communication and the efficient development of each property.
- Attend Construction Committee meetings and provide standardized reports on project budgets, volunteer need projections, and build site activities.
- In collaboration with the Volunteer Manager develop and maintain training materials for volunteers.
- Supervise professional and volunteer construction personnel. Utilize existing skilled persons maximizing the benefit of their talents. Provide training and development opportunities for staff and long-term volunteers.

In addition to the above, manage and create necessary **construction procedures** for all projects, as well as oversee **materials and labor procurement** for all construction projects.

Required Skills and Experience:

Qualifications:

- Ability to work with people of all races, faiths and backgrounds.
- Must have a B - General Building Contractor License in good standing with State of California Contractors State License Board and be willing to be appointed as the RME (Responsible Managing Employee) using his/her contractor's license.
- Ten years minimum of related residential home construction experience indicating a progression of responsibilities and supervision.
- Must show proven ability to effectively control construction costs so as to maximize limited resources entrusted to Habitat by its supporters.
- An absolute commitment to job safety.
- A good working relationship with volunteers and homeowner families is essential.
- Excellent verbal and written communication skills a must.

Education, Knowledge and Abilities:

- Sensitive to issues of confidentiality and diversity
- Minimum high school education; college courses and/or degree a plus.
- Valid California Driver's License and insurability under affiliate automobile insurance policy.
- Must pass Criminal Background Check and Sexual Offender Check.

When responding to this ad, please submit past project list/work samples, and a work related writing sample. Only responses including resumes will be accepted. Please provide a cover letter.

Resumés can be emailed to jobs@habitatsoco.org.