



DIRECTOR OF CONSTRUCTION

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| Job Title: | Director of Construction | Salary Range: DOE |
| Reports to: | Chief Operating Officer | Job Location: Main Office |
| Hours/Week: | 40 | FLSA Status: Exempt |
| Employment Status: | Regular, At Will | Pay Basis: Semi-Monthly |

Habitat for Humanity of Sonoma County is a nonprofit organization working to create affordable homes in Sonoma County, through hard work, dedication, community, volunteer and donor support, and through the pure heart and soul put in by the affiliate's staff.

Our Mission: Habitat for Humanity of Sonoma County brings people together to build homes, community and hope!

Position Summary: The Director of Construction oversees all field aspects of Habitat for Humanity of Sonoma County (HFHSC) construction process in a way that utilizes 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 COO 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, developing project schedules and budgets, training volunteers, assisting with plan and site development, developing construction quality assurance methods to improve long term product and efficiencies.

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
- Prior to each build conduct a design charrette with key trade partners and the Site Foreman to ensure the most efficient, effective and cost conscious/affordable design that incorporates energy savings and healthy environmental features
- 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, working 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
- Work with local government to ensure planning and development criteria are met both before and during construction
- Direct the Construction Coordinator to organize and maintain all digital and paper documentation for each project

- Plan and coordinate scheduling of build volunteer labor in collaboration with the Volunteer department
- Record construction-related expenditures for accounting data
- Coordinate closely with the Homeowner Services and Volunteer departments to ensure effective communication and the efficient development of each property
- Attend Staff and Board meetings, providing standardized reports on project budgets, volunteer need projections, build site activities, and standardized building project Gantt chart
- Supervise professional and volunteer construction personnel
- Work closely with construction staff on weekly construction plan and safety update
- Plan and lead meetings to inform and instruct staff of duties, changes and tasks needed as a department
- Work in collaboration with the Construction Coordinator to approve all construction-related invoices and code them appropriately

Construction Procedure:

- Support and identify ways to reduce waste and incorporate Green Building practices
- Plan and coordinate ordering of site development infrastructure (roads, utilities, sidewalks, driveways, foundation staking, utility locators, job trailer location, san-o-let, or other required tasks for site development)
- Prepare and maintain build schedule for each house and update weekly
- Lead construction activities including review of plans, problem resolution, answering questions of team/crew leaders and volunteers
- Provide contracts to subcontractors and ensure timely and accurate completion, order building inspections and ensure that homes are built to code
- Work to develop QA (quality assurance) methodology to ensure quality construction
- Quickly and effectively, handle any warranty repairs and quality assurance claims or issues
- Ensure timely clear communication with subcontractors and vendors
- Maintain and develop new connections to vendors
- Assure material delivery and storage schedules meet anticipated needs and on-site security minimizes potential loss through theft and vandalism.

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
- Ability to maintain a good working relationship with volunteers and homeowner families
- Excellent verbal and written communication skills a must
- Ability to prepare clear and concise oral and written reports
- Intermediate skill level in Microsoft Office Suite, including Project, Dropbox, Office 365, Salesforce and similar construction systems programs
- Must have commitment to the Habitat mission and uphold its values and ethics

- Ability to establish and maintain excellent working relationships with supervisor, director reports, and other Habitat staff
- Ability to work both independently and cooperatively with all contacts in a culturally diverse environment
- 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 upon acceptance of position

Physical Requirements: Physical requirements are those that are present in an outdoor construction environment, including hard-hat areas and exposure to heat and cold. Activities require maintaining physical condition necessary for lifting up to 75 pounds, ability to work on wet or uneven surfaces, and the physical agility necessary to construct a home. Sufficient visual acuity and ability to hear is necessary to assure safe operations and activities on work sites. May be regularly exposed to high decibel noise, such as power tools. Tasks may require ability to operate motorized equipment.

Time Requirements: This is a full time, 40 hour per week position. It may be necessary to occasionally work extra hours or some evenings and weekends, as determined by supervisor.

Benefits: We offer full time employees Health, Dental and Life Insurance coverage, sick time and vacation leave and all standard Holidays.

EEO: Habitat for Humanity of Sonoma County is an equal opportunity employer. Habitat for Humanity of Sonoma County strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply. *Reasonable accommodation is available for qualified individuals with disabilities, upon request.

Please send cover letter and resume to info@habitatsoco.org