



## **JOB POSTING**

### **BUFFALO, NY - CONSTRUCTION MANAGER**

Reports to: Executive Director  
Supervises: Site Supervisors, Site Supervisor trainees and AmeriCorps members  
Classification: Full-time, Exempt

### **POSITION RESPONSIBILITIES**

- The construction manager plans, leads and oversees all construction activities for Habitat for Humanity Buffalo. This includes new-build construction and rehabilitation of single family structures. This position reports directly to the Executive Director and supervises all construction personnel.
- Plans, budgets and schedules all home construction activities to maximize quality production while maintaining cost efficiencies.
- Has input to decisions on purchase of materials and selection of outside contractors on work not normally completed by volunteers.
- Assists with decisions on site selection.
- Responsible for safety plan administration and enforcement.
- Responsible for completion of grant and loan documentation through the Affordable Housing Corporation and Federal Home Loan Bank.
- Responsible for personnel administration of construction related personnel including annual performance evaluations, salary actions and regular construction team meetings.
- Establishes house pricing in accordance with House Pricing Policy.
- Responsible for ensuring all required paperwork is complete including insurance, prior to family move-in.

### **POSITION QUALIFICATIONS**

The construction director is one of the most mission-critical positions at HFH Buffalo. It demands both highly-specialized technical expertise, and the “people skills” necessary to work with and lead professionals as well as volunteers. It requires a strong interest in carrying out the mission of Habitat Buffalo and in improving our neighborhoods and community. The construction manager will have very strong technical/management competencies in construction and supervision and will have well developed cultural competencies.

## **TECHNICAL/MANAGEMENT COMPETENCIES**

- Practical skills and knowledge essential for success in this position:
- Strong project management skills with proven ability to bring multiple projects to completion on-time and on-budget simultaneously.
- Complete and up-to-date knowledge of residential construction methods and applicable codes.
- Commitment to quality, detail and highly-sustainable building practices and the ability to instill these values and skills in others.
- Comprehensive understanding of planning, budgeting and scheduling processes for residential new build and rehab building projects.
- Proactive and flexible management approach. Deals well with the unexpected.
- Ability to represent the Habitat for Humanity mission and to develop and maintain collaborative relationships internally and with the community.
- Excellent management skills: ability to recruit, motivate, develops and retain high-caliber construction staff and volunteers.
- Strong communicator who inspires staff ownership and commitment to quality in service of a common vision and clear action plan.
- Comfortable with the faith-based nature of the mission and working with people of all faiths and those with no faith-based affiliation.