



Building
strength, stability,
and self-reliance
through shelter.

Habitat for Humanity Buffalo is in search of a Construction Project Manager to join our dynamic team. This individual will direct and oversee Habitat Buffalo's construction department staff and volunteers to achieve our mission of building and selling decent affordable homes to deserving partner families throughout the greater Buffalo area.

Essential duties include, but are not limited to:

- Develop and manage build schedules to meet the desired production of the affiliate. Our current production schedule calls for producing twenty homes annually through a mix of new build and rehab construction.
- Develop and manage budgets for individual projects as well as the for the construction department as a whole.
- Manage and monitor Site Supervisors, supporting staff and volunteers to meet day-to-day on site construction needs to achieve production goals.
- Collaborate with Volunteer Coordinator to insure the right mix of volunteers are on site to meet production goals while assuring volunteers have the best possible experience supporting our mission.
- Manage procurement process for all materials and sub-contractors needed to meet department goals and budgets.
- Oversee warranty claims and related repairs.
- Understand home design criteria, building code and zoning in order to produce the best possible homes for our partner families.
- Assist in evaluation of potential build sites for acquisition.
- Ensure all construction activities meet proper safety protocols.

The ideal candidate is someone who has:

- Five years construction project experience.
- Working knowledge of construction techniques and code requirements
- Experience with procurement and contracting for materials and subcontractors.
- Strong computer skills working with MS Office, Salesforce and Smartsheet or similar project management software.
- Effectively worked with a broad range of people requiring excellent interpersonal and cross-cultural skills.
- Experience working with volunteers as well as skilled subcontractors.
- Excellent organizational and communication skills.
- A passion for Habitat for Humanity and our mission.

To apply email your resume and cover letter to Rick Folger, Program Director, at rfolger@habitatbuffalo.org.

Habitat for Humanity Buffalo, Inc. is an affirmative action/equal opportunity employer and is committed to respecting diversity and individual differences.