



Job Description

Position Title: Construction Manager Team: Construction Services
Supervisor Title: Const. Services Superintendent FLSA Status: Exempt
Date: 4/5/19

General Position Summary:

This position supports GDM Habitat's Construction Services neighborhood revitalization efforts.

Core Responsibilities:

Regular and predictable attendance is a required function of this position.

The Construction Manager has the following main duties:

- Serve as a Habitat Ambassador connecting volunteers to an amazing on-site Habitat experience by engaging volunteers and partner families of all skill levels in meaningful activities in building and improving homes. Lead volunteers, AmeriCorps members, and residents to safely complete home construction and or Rock the Block® repair projects (A Brush with Kindness, Critical Home Repairs and Weatherization). An emphasis shall be placed on safety, quality and schedule.
- The Construction Manager is responsible for coordinating with other staff in order to have the right amount of material, volunteers, contractors and subcontractors on the job at all times.
- Work closely with the Construction Superintendents to ensure that all trades, materials and labor are available and utilized in a timely manner to meet schedule.
- Participate as needed in assessment of potential Rock the Block® projects and determine what resources—volunteers, tools, equipment, and supplies—are needed to complete them.
- Provide care and stewardship of Habitat's resources including building materials, tools, vehicles, etc. Ensure that all items are in safe working order and maintained to ensure longevity.

- During Rock the Block® events, (typically minimum of 4 per year) help coordinate and lead the projects in conjunction with the number of volunteers and crew leaders to ensure adequate coverage for each project
- Service area to include Polk, Dallas and Jasper counties with an emphasis placed on the Des Moines metro area.

Day-to-day responsibilities:

- Coordinate, obtain, and organize materials on site prior to and during workdays
- Assess tools, equipment, supplies and volunteers needed to complete projects, on your own or in collaboration with Construction Services team members, outside experts, and/or members of the Construction team
- Work with Volunteer Engagement and Superintendents to schedule and coordinate volunteer workdays.
- Communicate basic information about Habitat's mission, programs and goals with volunteers, through regular meet and greets, end of day wrap up as well as general communication
- Work closely with volunteers to ensure that they are fully engaged in the projects and that they have a positive experience
- Provide regular updates to the Construction Superintendent and team, documenting in a timely fashion the results of workdays and project status along the way
- Supervise any AmeriCorps or long-term volunteers assigned to assist you
- Work to identify potential Core Crew Leaders in cooperation with the Volunteer Engagement teams
- Other duties as assigned

Works Closely with:

- Construction Services, Volunteer Engagement, and Family Services teams.

Time Requirements:

- Rock the Block®: Monday-Friday from 7:30 a.m. - 4:30 p.m., weekend and evening work sometimes required
- New Construction: Tuesday- Saturday from 7:30 a.m. - 4:30 p.m., weekend and evening work sometimes required

Requirements:

- Minimum three years experience in construction-related field or equivalent experience
- Understand the Habitat for Humanity philosophy and willingly promote it
- Strong communication and interpersonal skills
- Work effectively with GDM Habitat staff, volunteers, and community at large
- Self-starter/able to work independently without supervision
- Team player with ability to engage people of a wide variety of backgrounds and skills

- Able to lift 50 pounds
- Able to work, walk and climb where necessary at GDM Habitat work sites
- Exchange ideas and convey detailed information accurately to staff, volunteers, subcontractors , community members and others
- Able to drive Habitat or personal vehicles to work sites and vendor locations in the Greater Des Moines area
- Willing to participate in additional job-related training as assigned
- Must meet or exceed the ability to demonstrate the 5 core and common competencies outlined below.
- Convey clear, concise information to others, using verbal or other appropriate communication techniques.
- Complete formal training plan and assignments as required.
- Treat others in a nondiscriminatory, lawful and ethical manner, respecting the differences among people, and the value they bring to GDMHFH.
- Follow safe practices in all work activities to avoid injuries and accidents
- Become lead safe certified

Job Competencies

Demonstrate commitment to Greater Des Moines Habitat for Humanity’s Mission and Core Values of:

1. Build Solutions
2. Build a Safety Mindset
3. Build Faith And Family
4. Build as Stewards
5. Build with Heart

Normal Work Environment (Check best description):

Office	Outdoors	Retail
X		Continuous (67-100% of workday)
X		Frequent (34-66% of workday)
	X	Occasional (1-33% of workday)

Physical Requirements:

Continuously = 67-100% of workday
Frequently = 34-66% of workday
Occasional = 1-33% of Workday

<u>F</u>	Sitting	<u>F</u>	Standing
<u>F</u>	Bending	<u>F</u>	Twisting
<u>O</u>	Stooping	<u>F</u>	Reaching above Shoulder

- | | |
|-------------------------------------|---------------------------------------|
| <u>0</u> Kneeling | <u>E</u> Reaching below Shoulder |
| <u>0</u> Crawling | <u>0</u> Working at Low Position |
| <u>E</u> Climbing Stairs | <u>E</u> Pushing/Pulling |
| <u>E</u> Climbing Ladders | <u>E</u> Working on Elevated Surfaces |
| <u>0</u> Driving | <u>C</u> Walking |
| <u>E</u> Working on uneven surfaces | |

Weight Lifting/Carrying:

- 0 Sedentary (0-10 lbs.)
- E Light (11-25 lbs.)
- E Medium (26-50 lbs.)
- E Heavy (51-74 lbs.)
- 0 Very Heavy (75-100 lbs.)

Dexterity:

- C Eye/Hand Coordination
- E Feet (foot pedals)
- E Fingering (picking, pinching, etc.)
- E Handling (holding, grasping, etc.)
- E Wrist Motion (repetitive flexion/rotation)

Hearing: Yes No

If yes, explain the reason hearing is necessary:

Hearing is necessary to perform the job as the ability to communicate verbally is essential to training and coordination with internal and external customers.

Visual Acuity Distance: (Example - clarity of vision at 20 inches or less):

Clarity of vision sufficient to view computer monitor, read blueprints, read scopes of work, read building codes, read reports, perform home inspections and repairs, as well as drive between office and work sites.

Equipment/Supplies/Tools

- Computer and Accessories
- Printer/Copier/Scanner/Fax
- Telephone
- General Office Supplies
- Hand Tools
- Power Tools
- Ladders

Mission Statement: Seeking to put God's love into action, Greater Des Moines Habitat for Humanity brings people together to build homes, communities and hope.