

# **PROJECT MANAGER POSITION DESCRIPTION**

## **SPRINGFIELD/EUGENE HABITAT FOR HUMANITY**

**Position:** Project Manager  
**Reports To:** Executive Director  
**Supervises:** Site Supervisors  
**Status:** 40 Hours Per Week - Full-time, Exempt

### **Summary & Purpose**

Under the direction the Executive Director and in coordination with house and repair sponsors, and other Habitat program components, oversee all aspects of Habitat construction process utilizing staff, volunteer labor, and materials to produce quality homes in a safe, affordable manner, furthering our mission. Provide guidance regarding compliance with general contractor requirements for home construction and repair. Serve as lead designer of Habitat houses and repair projects. Work with Site Supervisors in developing building schedules for house construction and repair units. Assist in development of procurement policies and procedures. Work with Site Selection Committee, Construction Committee, and others to identify future building sites. Maintain records, prepare reports, and monitor construction costs, among other coordination and management functions. Lead design and development processes to establish a critical home repair component within the Affiliate, then manage the program. Oversees materials procurement, selection of subcontractors, and related matters. Supervises Site Supervisors (paid and volunteer).

### **Job Duties & Responsibilities:**

1. Oversight and Administration
  - a. Ensure compliance with Affiliate policies and procedures within the construction programs.
  - b. Provide assistance to accounting and Executive Director to develop the construction budget, including new construction, remodeling, and repairs.
  - c. Assist in developing Habitat Construction Standards regarding building materials and operations.
  - d. Supervise construction and repair Site Supervisors, whether paid staff or volunteers.
  - e. Work closely with the Site Selection Committee in identifying building lots and on long-range site acquisition plans for submission to the board of directors.
  - f. Coordinate with the Executive Director to ensure that construction documents are completed and that permits are obtained in advance of planned start of work on site. Coordinate schedules with Resource Development Director, Family Services & Volunteer Coordinator, Site Supervisor, and other key individuals on planned events including ground breaking ceremonies and other jobsite activities.
  - g. Coordinate with Site Supervisor and Family Services & Volunteer Coordinator in identifying volunteer site supervisors, as needed.
  - h. Oversee safety procedures and practices. Help identify and secure volunteers to be trained as safety competent persons.
  - i. Coordinate with accounting and administration to develop and ensure compliance with procedures to be used by Site Supervisor and/or key volunteers in submitting construction related receipts with any supporting information (account codes, documentation, etc.).
  - j. Assist with Habitat's Development Director, construction committee, and others in the development of long-range strategies for the acquisition of building materials at low or

no cost from manufacturers, suppliers, and other donors. Use HFHI's gifts in-kind opportunities whenever feasible and cost effective.

- k. Negotiate prices of subcontractors and materials and supplies, as appropriate.
  - l. Assist in providing various construction data for Habitat reports and grant applications, as appropriate.
  - m. Provide guidance, as appropriate, along with executive director and the auditors to the Site Supervisor and such volunteers as may be involved in conducting periodic inventories.
  - n. Assist as needed in reconciling yearly building schedule with family partner's needs, building lots availability, and funding availability.
2. New and Remodel Construction Projects
- a. Serve as lead designer in development and creation of house design and construction documents to fully convey the requirements for construction of the house. Documents shall include all required plans, elevations, building sections, details and material requirements. Foundation and framing plans and details to be provided by a registered engineer. Includes oversight of procedures and processes necessary to secure permits.
    - i. Meet with families and family advocates; providing information and assistance regarding design and construction options.
    - ii. Conduct due diligence review regarding easements, impediments, and other property conditions.
  - b. Provide assistance, as needed, to Site Supervisor to produce an anticipated build schedule for each house and repair project undertaken, with particular emphasis on long-lead items and inspections. Meet regularly (e.g. weekly) with the Site Supervisor regarding schedules, work underway, materials and tools needed, and other matters.
  - c. Coordinate development of a house build budget by expenditure type (plumbing, electrical, concrete, framing, etc.) and convey that to the Site Supervisor. Reviews build expense reports and assist in making budget and spending adjustments as needed in conjunction with the Executive Director.
  - d. Assist Site Supervisor and Volunteer & Family Services Coordinator in recruitment and referral of skilled crafts persons from the community, as needed.
  - e. Assist in developing Habitat Construction Standards regarding building materials and operations. Review plans, specifications, building codes, and other information necessary to carry out this responsibility.
  - f. Participate as staff liaison in Construction Committee meetings.
  - g. Place in-kind orders with HFHI and provide information to Site Supervisor on other orders, as appropriate.
  - h. Be prepared to step in as Site Supervisor as needed.
  - i. Work with homeowners to quickly handle any warranty repairs needed.
3. Repair Program
- a. Work in coordination with Executive Director and other affiliate components to develop and implement a critical home repair program.
  - b. Supervise the ABWK site supervisor(s) responsible for completing the A Brush With Kindness exterior home repairs, including, as needed, conducting initial visits to assess suitability of the requested repairs with Habitat's ABWK program parameters and training the site supervisor to conduct the initial assessments.
  - c. Oversee development of plans for suitable projects working with the site supervisor, area professionals, and government officials, as needed, and secure appropriate permits, if necessary.
  - d. Ensure development of Scope of Work including costs estimates for materials, supplies, and other project costs.
  - e. Assist in recruitment and referral of staff and/or volunteers to act as site supervisors, as needed.

## **Knowledge, Skills, & Qualifications**

### 1. General

- a. Willingness and ability to learn and perform under the guidance of the basic purposes, methods, goals, and mission of Springfield/Eugene Habitat for Humanity.
- b. Willingness and ability to encourage and support Habitat's core value of diversity – work with a wide diversity of individuals – especially those with different racial, cultural, ethnic, religious, social, or sexual orientations from the staff member's.
- c. Ability to work with and encourage wide array of volunteers from unskilled to very skilled while maintaining a safe and welcoming worksite.
- d. Ability to maintain the guidelines and procedures of Habitat while showing understanding and compassion for partner families and construction volunteers.
- e. Experience supervising others.
- f. Must pass a sexual offender registry check.
- g. Reliable transportation and valid driver's license.
- h. Strong verbal and written communication skills.
- i. Strong organization skills and abilities.
- j. Ability to be self-directed and to work as a team member.
- k. Possess basic computer skills and abilities in word processing, spreadsheets, and email. Design software knowledge and experience a plus.

### 2. Specific

- a. Demonstrated experience in residential construction. Working knowledge of materials required in the construction of homes and relevant codes.
- b. Five years' experience as contractor or construction manager.
- c. Maintain high level commitment to safe building practices through the Competent Person process and other safety practices. Become a certified Competent Person.
- d. Ability to:
  - i. Obtain and present construction documents to secure building permits.
  - ii. Coordinate with engineers, architects, other professionals.
  - iii. To adjust to changing conditions or workload schedules.

## **Responsibility and Supervision**

Performs duties under general supervision of the Executive Director. Uses judgment regularly in making decisions and taking action on a variety of tasks guided by agency standards, policies and procedures. Independent judgement may be required in making decisions pertaining to the health and safety of volunteers, staff, and the protection of the facilities.

There is extensive agency exposure to financial liability as a result of errors.

## **Personal Work Relationship**

Position requires contact with volunteers, partner families, staff, and board members, as well as contact with the general public, churches, groups, and organizations.

## **Working Conditions/Work Environment**

Performs duties under acceptable working conditions with regular and constant exposure to noise, dust, heat, cold, etc. Works full-time, Tuesday - Saturday. Occasional Sunday work (with churches, house dedications, for example) and periodic evenings.