



Construction Director

REPORTS TO: Executive Director

DIRECT REPORTS: Site Superintendent, staff who may be temporarily assigned; volunteers

Full-time-Salaried

Job summary

The Construction Director is responsible for the overall construction, renovation and repairs programs of the Affiliate in accordance with the direction, policies and objectives set by the Board of Directors.

Responsibilities include the management of the construction of multiple houses per year, from planning to permitting and through the final completion of punch list items and the renovation/repairs of twelve (12) homes. Primary duties include supervising construction staff, directing and training skilled and unskilled volunteers, directing and monitoring subcontractors, developing each house construction schedule, ordering the proper materials for just-in-time use according to the construction schedule, and ordering and monitoring inspections and assurance and compliance to appropriate building codes. Work may be at multiple sites. Construction Director works closely with Executive Director and the staffs the Building and ABWK Committees to improve building process and develop and implement a blueprint to successfully increase affordable home production and preservation.

Responsibilities

Home Construction

- Coordinate activities of new house construction, including but not limited to: 1) purchase of construction materials, tools and equipment (within established budgets and in consultation with Executive Director), 2) hire subcontractors where needed, 3) pull appropriate permits and call for inspections, and 4) oversee new house construction.
- Coordinate activities of home repair and preservation programs, including but not limited to: 1) purchase of construction materials, tools and equipment (within established budgets and in consultation with Executive Director), 2) hire

subcontractors where needed, 3) pull appropriate permits and call for inspections, and 4) oversee home repair and preservation.

Specifications and quality requirements

- Supervises overall construction activity and provides leadership to construction activity, including all paid sub-contractors.
- Plan each work day based on crew size, and required tools and materials.
- Prepare sites for construction, including clearing and foundation work.
- Assist homeowners in the following activities, including but not limited to: 1) educating homeowners in routine house maintenance, 2) conducting punch list for closing, 3) conducting warranty work.
- Responsible for quality control, including review of sub-contractor and volunteer work.
- Finish projects within established time frame

Safety

- Responsible for safety at construction site, including but not limited to: 1) implementation of emergency plan, 2) ensure that equipment and tools are in good working condition, 3) train volunteers in safety practices, and 4) monitor volunteers, including minors, to ensure safe use of tools and equipment according to age, skill and OSHA and HFHI regulations.
- Maintain order and upkeep of construction warehouse.

Volunteer Development

- Coordinate volunteers ranging from beginner to skilled in construction tasks.
- Organize experienced volunteers to lead work groups.
- Ensure that all volunteers have signed in and completed their liability waiver appropriately.

Fiscal

- Set project budgets for houses and make adjustments accordingly.
- Review billing statements and authorize payment accordingly.
- Executes pertinent responsibilities of fiscal policies, i.e. credit card.
- Solicit donations of materials and professional labor and maintain donor relationships.
- Obtain competitive bids for materials and services.
- Create and maintain job schedules and project files.
- Work with board/committee members to obtain in kind donations of material and services.

Public Relations

- Represent Brookings Area Habitat for Humanity at events, and attend conferences as needed.
- Supports the mission and programs of Brookings Area Habitat for Humanity

Other duties as assigned by the Executive Director.

This position requires a background and/or security check, and may be subject to drug screenings.

Required Qualifications

- A strong background in residential home construction
- Must possess excellent people skills; candidate will work with people of all ages, races, faiths, backgrounds, and skill levels.
- Ability to establish a good working relationship with volunteers and homeowner families.
- An absolute commitment to job safety
- Excellent communication skills
- Ability to work with minimal supervision.
- Computer literacy (email, office)

Competencies

- Ethical leadership demonstrating consistent high standards of integrity and accountability.
- Team Building through positive and effective communications and strong interpersonal skills.
- Innovation based on sound business acumen and consideration of a range of risk and reward factors.
- Initiative represented by “a sense of urgency” energy, enthusiasm, attention to detail and follow up.
- A relationship builder for cooperative, mutually beneficial, and long-term relationships.
- Personal Presence, projecting a professional image in speech and demeanor in interactions with others in multiple venues and scenarios.

Active support of Habitat Values & Commitments:

- Humility – We are part of something bigger than ourselves.
- Courage – We do what’s right, even when it is difficult or unpopular.
- Accountability – We take personal responsibility for Habitat’s mission.

- Safeguarding: HFHI requires that all employees take seriously their ethical responsibilities to safeguard our intended beneficiaries, their communities, and all those with whom we work. Employees at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children).

Salary Range: \$65,000 – \$68,000 per year.

Application Procedures

A review of applications is underway and the position is open until it is filled. For consideration, please email a letter of interest, current resume to hr@brookingshabitat.org with Construction Director in the subject line.

The selected candidate will be required to live in Brookings South Dakota area.

Brookings Area Habitat for Humanity is an equal-opportunity employer. We seek to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status, or any other status or characteristic protected by law.