

CONSTRUCTION MANAGER JOB DESCRIPTION

May 1, 2018

Harbor Habitat for Humanity, is a Christian, non-profit housing ministry that seeks to eliminate inadequate housing by engaging the community and partnering with families to provide them with a safe, decent, and affordable place to live. In order to make homes affordable, we seek and encourage the support of volunteers to build each house.

HHFH is looking for a Construction Manager with similar values and beliefs who can translate his or her expertise and skills to our building projects. A builder's license is required.

Job Requirements

Work with volunteers and professionals to build homes to accomplish HHFH goals.

Schedule and manage projects to meet deadlines.

Ensure safety on the job site.

Interpret drawings and specifications to determine appropriate construction methods.

Select, contract, and oversee workers who complete specific pieces of the project, such as heating or plumbing. (Three bids each desired)

Obtain all necessary permits and inspections as required by governing body.

Work Tuesday - Saturdays and other days as required by the project and volunteer schedules.

Requisition supplies and materials as required.

Prepare and submit budget estimates and progress and cost tracking reports.

Manage the budget.

Obtain Certificate of Occupancy.