



**Job Description:** Project Manager

**Department:** Construction

**Reports to:** Director of Construction

**FLSA classification:** Exempt

**Position Summary:** The Project Manager will work directly with the Director of Construction on all aspects of Habitat for Humanity of Cape Cod's affordable home construction program. He/She will have experience leading crews in wood-frame construction. Responsibilities will include assisting the Director of Construction in the oversight of all building sites and all elements of the construction process from preparing and submitting applications for building permits; site development work; home construction in accordance with plans, permits, code and Habitat standards through the finish site/landscaping work and warranty responses. Contracting, procurement, scheduling, generation of project budgets, construction training of volunteers, and coordination with other staff and lead volunteers are all part of supporting the Director of Construction. An essential core value of Habitat's program is working closely with community volunteers and the families building their homes in partnership with Habitat.

### **Essential Functions**

Assist the Director of Construction:

- Coordinate effectively with Director of Land Acquisition & Project Development.
- Work effectively with volunteer coordinators and leaders
- May serve from time-to-time as a multi-house site supervisor, house leader, crew leader and onsite or off-site trainer in accordance with the needs of affiliate
- Arrange for all permit and drawings needed for building permits, engineering, site work and home building
- Review and approve all building plans and working drawings and effectively communicates these specifications to site supervisors
- Track punch list and warranty items through to completion
- Coordinate installation of temporary and permanent utilities for each home
- Adhere to detailed build schedules. Advises affiliate on issues related to construction schedule, capacity, and budget
- Oversees quality of construction, affiliate safety practices and equipment purchase and maintenance
- Responsible for construction related procurement
- Assists with contractor scheduling and coordination
- Responsible for delivery of materials in coordination with site supervisors



- Maintains regular communication and serves as direct supervisor to site supervisors and provides technical consulting as needed
- Fosters the recruitment and development of on-site leadership

### **Required Knowledge, Skills, and Abilities**

- Significant experience in the construction industry
- Ability to lead, train, and work well with volunteers and partner families, including those with diverse ethnic, social and economic backgrounds
- Strong supervisory and management experience, including procurement and contracting
- Effective communication and people skills
- Basic computer skills including Outlook, Excel, Word
- Current MA driver's license with safe driving record
- MA construction supervisor's license or willingness to obtain if needed

### **Physical Requirements**

Requires ability to safely lift at least 50 + lbs. consistently

Requires the physical ability to sit, walk, bend, climb ladders, and/or stand for prolonged periods of time

### **Other Information**

Employment offer will be contingent upon outcome of required pre-employment physical and background check