



**Habitat for Humanity of  
Greater Sacramento**  
819 North 10<sup>th</sup> Street  
Sacramento CA 95811

**POSITION  
DESCRIPTION**

<b>Position title:</b> Director of Construction
<b>Department:</b> Construction
<b>Reports to:</b> Chief Executive Officer
<b>Supervises:</b> Construction teams, including volunteers
<b>Monthly salary range:</b> DOE <i>(Full time position exempt from overtime.)</i>

**Position Overview**

To oversee all field aspects of Habitat for Humanity of Greater Sacramento (HFHGS) construction process in a way that utilizes staff, AmeriCorps National Direct members, volunteer labor/Crew Leaders and materials to produce quality homes in a safe, affordable manner. Position will include managing construction staff and volunteers, overseeing residential construction sites, training volunteers, assisting with plan and site development, developing construction quality assurance methods to improve long term product, and working closely with Habitat Team to rehabilitate existing homes and build new residential homes.

**Responsibilities**

**Pre-Construction Planning:**

1. Work with CEO, Construction Staff and Habitat Team to develop an overall construction plan for each build calendar year.
2. Develop and execute short term construction schedule in partnership with Habitat Team.
3. Communicate as-built drawings and help maintain working drawings.
4. Develop detailed schedules for each project/home.
5. Be familiar with HFHI House Design Criteria requirements and maintain and implement the current HFHGS House Design Criteria Policy.
6. Arrange for site plans, erosion drainage and surveys to be done. Check with local authorities to guarantee availability of gas, water, sewer and power. Order temporary power and ensure SWPPP compliance.
7. Advocate for accessible and energy-efficient housing. Prior to each build conduct a design cherratte with key trade partners and the Site Superintendent to ensure the most efficient, effective and cost conscious/affordable design that incorporates energy savings and healthy environmental features. Explore new construction methods and new building materials.
8. Work with CEO to identify/inspect potential building sites and acquire additional properties/lots for the affiliate "land bank".

**Construction Staff Management:**

1. Supervise professional and volunteer construction personnel. Utilize existing skilled persons maximizing the benefit of their talents.
2. Identify, recruit, train, support and grow the skill sets of recurring volunteers/Crew Leaders.
3. Provide training and development opportunities for staff and long-term volunteers.
4. Work closely with construction staff on weekly construction plan and safety update. Communicate the plan to all staff.
5. Work with Construction Staff, Manager of Communications and Volunteer Services and Manager of Family Services to insure that volunteers and partner families are productively involved in the construction process.
6. Apprise Corporate Volunteer Services staff of upcoming volunteer and skill needs. Within safety considerations, maximize the number of teams/volunteers utilized to help in marketing and fundraising for present and future projects.
7. Attend special events, training and conferences as appropriate.
8. Work with construction personnel to follow and continuously implement the HFHGS safety program (Injury Illness Prevention Program –IIPP) to comply with California and U.S. OSHA standards. Participate in quarterly HFHGS Safety Committee meetings.

9. Plan, schedule and lead staff and volunteer training events as needed.
10. Plan and lead meetings to inform and instruct staff of duties, changes and tasks needed as a department.

**Construction Procedure:**

1. Let contracts to subcontractors and ensure timely and accurate completion.
2. Order building inspections and ensure that homes are built to code.
3. Use in-kind material, ReStore donations and labor whenever possible.
4. Provide updates regarding project status and estimated completion dates.
5. Responsible for projects until 100% complete and sold to homeowner.
6. Work to develop QA (quality assurance) methodology to ensure quality construction.
7. Provide clear leadership with the safety plan to ensure understanding and full utilization.
8. Quickly and effectively, handle any warranty repairs and quality assurance claims or issues.

**Materials and Labor Procurement:**

1. Ensure timely clear communication with subcontractors and vendors. Develop positive working relationships.
2. Responsible for ordering the correct quantity and ensuring the timely delivery of construction materials.
3. Maintain and develop new connections to vendors.
4. Negotiate prices and timelines for subcontracted services in conjunction with the Construction Logistics Manager.
5. Oversee tool/equipment inventory, security, management and repairs.
6. Assure material delivery and storage schedules meet anticipated needs and on site security minimizes potential loss through theft and vandalism.

**Management of Information**

1. Approve all construction-related invoices and code them appropriately.
2. Estimate and report value of in-kind gifts/donations.
3. Use pre-construction meetings to help Home Sponsors and Habitat Team understand responsibilities, procedures and to have a meaningful volunteer experience.
4. Provide construction project budgets to appropriate personnel. Work with them to monitor ongoing construction in progress (CIP) expenses.

**Qualifications:**

- Commitment to Habitat for Humanity ideals and philosophy.
- Ability to work with people of all races, faiths and backgrounds.
- Must have a B - General Building Contractor License in good standing with State of California Contractors State License Board and be willing to be appointed as the RME (Responsible Managing Employee) using his/her contractor's license.
- Ten years minimum of related residential home construction experience indicating a progression of responsibilities and supervision.
- College degree in related field desired.
- Must have knowledge of construction codes, safety procedures and guidelines.
- Must show proven ability to effectively control construction costs so as to maximize limited resources entrusted to Habitat by its supporters.
- Position requires availability to work on Saturdays, occasional evenings or other abnormal hours as necessary.
- An absolute commitment to job safety.
- A good working relationship with volunteers and homeowner families is essential.
- Excellent verbal and written communication skills a must. The ability to prepare clear and concise oral and written reports.
- Ability to work with minimum supervision.
- Computer literacy a must.
- Effective public speaking experience or ability.

**Direct Reports**

The following positions will report directly to the Director of Construction: Working Site Superintendents, Construction Procurement Manager and Construction Operations Coordinator.

**Physical Requirements**

Physical requirements are those that are present in an outdoor construction environment, including hard-hat areas and exposure to heat and cold. Activities require maintaining physical condition necessary for lifting up to 75 pounds, ability to work on wet or uneven surfaces, and the physical agility necessary to construct a home. Sufficient visual acuity and ability to hear is necessary to assure safe operations and activities on work sites. May be regularly exposed to high decibel noise, such as power tools. Tasks may require ability to operate motorized equipment, such as a back hoe.

**Additional Physical Actions:**

- Standing
- Bending
- Climbing ladders
- Lifting bulk objects
- Repetitive manual actions – hand tools
- Driving

**Licenses and/or Certificates:**

A State of California general contractor’s “B” license in good standing is required. Candidates must possess a valid California driver's license and meet the State’s automobile insurability requirement. Selected heavy equipment operator certifications may be required.

This position description does not list all the duties of the job. You may be asked by your supervisor to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. Management has the right to revise this position description at any time. The position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

PD approved by	Date	Supervisor	Date	Employee	Date	Personnel file	Date
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