

Part-Time Construction Manager

Fall 2020

About

Our mission is dedicated to building decent, affordable housing with families that live in substandard and unaffordable housing and to make decent shelter a matter of conscience and action. Our vision is seeing that all residents of the greater Providence area live in decent, affordable homes.

Under the leadership of the Board of Directors and its new Executive Director, the Greater Providence affiliate has developed an ambitious but viable strategic plan to structure, streamline, and scale up its program services.

The Construction Manager is responsible for developing and implementing construction plans as well as coordinating building activities for the affiliate in accordance with our mission and standards of excellence.

We are currently mid-way through the completion of our current residential construction in Providence, RI. The Construction Manager's priority is completing our current building.

Responsibilities

Site Development

- Sets budget and timeline for construction
- Obtains permits and surveys for site
- Oversees appropriate actions to determine suitability for building (surveys, easements, etc.)

Materials Procurement

- Solicits and accepts bids for materials. Coordinates material takeoffs from plans
- Organizes timely ordering and delivery of materials and supplies

Subcontractors, Permits, and Inspections

- Schedules and monitors subcontractor and inspector activities to ensure timely and accurate project completion
- Ensure that houses are built to code and pass inspection

Site Supervision

- Supervises and manages all short-term on-site construction members
- Ensures that safety guidelines are followed on-site
- Organizes work plan for volunteer crews
- Provide quality assurance/quality control supervision of volunteer work
- Ensure the proper materials and tools are available on site



We build **strength, stability, self-reliance** and **shelter**

Partner Family Relations

- Serves as the primary contact for the partner-family in all construction-related matters
- Reviews the house plan with the partner-family and solicits input
- Approves all partner-family sweat-equity hours
- Oversee completion of “punch-list” items after the build

Miscellaneous Duties

- Provide verbal construction reports regularly to the Executive Director and Board of Directors

Skills and Qualifications

- Sufficient knowledge of residential construction
- Ability to lead, manage, supervise, and motivate individuals and teams of volunteers
- Models Habitat’s Christian Code of Conduct and commitment to community service
- Effective interpersonal communication skills and deals well with a diverse variety of people, personalities, age and backgrounds
- Ability to plan, schedule, prioritize, coordinate, delegate and manage multiple work activities
- Ability to read and interpret standard residential construction blueprints and specifications
- Basic mathematical aptitude for calculating building measurements, quantities, etc.
- Flexibility regarding work assignments and work hours

Requirements

- Valid U.S. drivers license
- Able to lift 30 lbs.
- Work will include climbing ladders, considerable standing, bending, kneeling, and reaching

Important Considerations

- Schedule: Days include one weekday and every other Saturday (7:30 a.m – 3:30 p.m.).
 - Option to choose just one day (weekday OR Saturday) a week is available.
- Hourly rate: Commensurate with experience.

Benefits

- This is a part-time position. We do not offer benefits such as paid holidays, vacation, health insurance, 401(k), or other retirement packages.

Apply

Contact Mark Kravatz, Executive Director (kravatz@habitatpvd.org); (401) 831-5425

Habitat for Humanity of Greater Providence does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.