

**Habitat for Humanity brings communities together to help families build strength, stability and independence through affordable homeownership.**

## **JOB POSTING: CONSTRUCTION MANAGER**

Habitat for Humanity Kingston Limestone is currently seeking a Construction Manager. This individual will be goal-driven and results oriented, and committed to the Habitat mission to build quality affordable homes and to improve the health and safety of owner-occupied homes. This individual will have extensive technical and managerial construction experience with strong critical thinking, time management, communication and high-level organizational skills with demonstrated follow-through.

The Construction Manager is responsible for all aspects of the construction process, from project inception through completion and closing; to ensure a smooth transition throughout each phase to include land acquisition, house design, project planning, budget, schedule, sub-trades and employee/volunteer management.

Essential duties include but are not limited to:

### **CONSTRUCTION LEADERSHIP AND PROJECT MANAGEMENT:**

- Oversight of all facets of residential construction projects from land acquisition, site development and planning, implementation to completion and conveyance to homeowners
- Develop and monitor project schedules, budgets and progress, and update cash flow schedules
- Ensure that building codes and bylaws are adhered to, and that all permits are obtained in a timely manner
- Provide accounting with weekly delivery slips, approved invoices, timesheets, etc.
- Ensure compliance to Habitat and residential building industry best practices and all relevant local code and building standards
- Ensure construction safety policies are followed with all trades, staff and volunteers on the build site
- Develop and maintain relationships with local home builders and material suppliers
- Ensure a culture of ongoing technical, industry, best practices and safety training
- Provide leadership to construction staff and volunteers; motivate, develop, provide accountability and performance review and feedback
- Attend weekly management meetings, monthly Board meetings and finance meetings as required

- Manage all dates and processes to ensure the project progresses as anticipated; including but not limited to critical dates within development agreements, purchase agreements, permitting and construction
- In collaboration with the CEO, lead and manage engagement with engineers, architects and other consultants in guiding each project through permits/approvals required to secure certificate of occupancy
- Ensure project take-off product and costs are accurate and timely to secure potential gift in kind materials and services
- Maintain clear and consistent communication with the CEO and staff; information about timing of projects is critical for development, homeowner relations and construction

### **QUALIFICATIONS:**

- Ability to successfully perform the essential responsibilities of the position
- Construction Supervisor certification an asset
- Minimum 5 years in residential construction planning and development
- Demonstrated project management success, with a sense of urgency to optimize project timelines
- Thorough knowledge of all aspects of construction: technology, equipment, and methods, and industry best practices
- Hands on field experience required, preferably in multiple trades
- Proven success in all phases of new and rehab construction process
- Proven project and department budget development and monitoring expertise; ability to read and understand financial information
- Background in non-profit organizations highly desired
- Experience and desire to teach and manage hands-on volunteers a must
- Knowledge of Ontario Health and Safety legislation
- Current First Aid, working at heights, WHMIS, other related and mandatory certifications
- Current Driver's Licence with clean abstract

### **REQUIRED SKILLS/KNOWLEDGE/ABILITIES:**

- Demonstrates the ability to use negotiation techniques; recognizes the potential impact of negotiation proceedings on the business; gains consensus from involved parties
- Self-starter with the ability to work on multiple complex projects simultaneously and independently, as well as collaboratively with external stakeholders and colleagues, maintaining a positive regard for others
- Solid critical thinking skills, adaptive, solutions-oriented and able to identify and resolve problems
- Demonstrates good judgment, tact and tolerance of differing points of view, cultures and beliefs

- Strong interpersonal, written and verbal skills including the ability to express ideas clearly and effectively
- Proficient at Microsoft Office Suite – Outlook, Excel, Word, Project or similar project management application, database proficiency, internet research, and relevant construction applications
- Organizational Skills: ability to manage multiple projects, develop new programs, organize work, set priorities for direct reports, manage deadlines and shifting priorities
- Leadership Skills: leads by example, ability to hire, train, develop and motivate a team, and evaluate a range of personnel who perform a variety of trades

#### **COMMUNICATION SKILLS:**

- Consistently provides clear, timely direction; takes time to listen and acknowledge good performance
- Open and welcoming of people of all faiths, individuals of diverse populations, and socio-economic backgrounds
- Demonstrates a high level of ethics, integrity, diplomacy and initiative

#### **EDUCATION:**

- Post-Secondary education preferred

#### **PHYSICAL REQUIREMENTS:**

- Ability to continuously stand or walk for eight hours per day
- Ability to bend, reach, climb stairs and lift frequently
- Ability to lift up to 50 pounds
- Ability to verbally communicate clearly in-person and on the telephone
- Visual acuity sufficient to satisfactorily perform and review construction work to ensure building safety and quality control

#### **Application Deadline: Thursday, February 14 2019**

Please email cover letter and resume to:

Cathy Borowec – Chief Executive Officer, [cborowec@habitatkingston.com](mailto:cborowec@habitatkingston.com)