



Construction Site Manager Job Description

Palouse Habitat for Humanity's Mission: Seeking to put God's love into action, Palouse Habitat for Humanity brings people together to build homes, community, and hope.

Position Summary. Under guidance of the Construction Supervisor, oversee the construction process at the Habitat home build sites. Ensure completion of all construction phases, including construction activity, delivery of materials, and completion of sub-contractor work. Serve as an instructor, providing education and direction to future homeowners and volunteers, AmeriCorps, staff engaged in Habitat homebuilding. Conduct themselves in a professional manner at all times. Demonstrate patience and expertise in their work while supporting Habitat's ongoing mission to provide safe, affordable housing around the Palouse.

Duties and Responsibilities:

- 1) Promote the mission of Palouse Habitat for Humanity (PHFH).
 - a) Engage future homeowners and community volunteers meaningfully in all aspects of the construction work.
 - b) Teach volunteers and future homeowners the skills and safety needed to help build the home.
 - c) Provide opportunities for the Habitat homeowner to complete their sweat equity hours.

- 2) Oversee construction on the home build site.
 - a) Create a positive, learning work environment for homeowners, volunteers, and staff.
 - b) Work with the Construction Supervisor to
 - a. set and maintain the construction schedule
 - b. ensure all permits are secured and inspections completed
 - c. manage subcontractors, and ensure their work is complete and satisfactory
 - d. ensure materials and tools are available and at the work site when required
 - c) Develop good working relationships with homeowners, volunteers, subcontractors, vendors
 - d) Ensure Habitat projects are built to code.
 - e) Ensure PHFH, HFHI and OSHA safety policies are followed on-site, and that adequate training is provided to anyone engaged in Habitat home building.
 - f) Ensure that everyone on the Habitat build site has completed the registration and waiver forms, and that they meet PHFH and HFHI policy requirements for age, tool use, etc.
 - g) Complete required safety training and certifications including Competent Person Training, CPR and OED.
 - h) Work with Habitat homeowners on call backs, warranty issues and maintenance advice.

- i) Manage build site waste, recycling, material reuse and material storage.
- j) Maintain tools, equipment and vehicles in good working order, and carry out required maintenance and repair. Identify equipment needs and submit for consideration the annual budget.

4) Administrative Responsibilities:

- a) Work with the Outreach Coordinator to schedule and prepare for volunteer teams.
- b) Participate in homeowner meetings, staff meetings, and special events as required.
- c) Ensure paperwork and receipts are turned in on time.
- d) Support Habitat development team to help share the "Habitat story." Work with development and marketing team to secure build site photography, assist with newsletter updates, etc. Participate in PHFH fundraisers.

Required Skills and Characteristics:

- 1) Experience in residential home construction and field management skills.
- 2) High standards of personal and professional integrity and accountability.
- 3) Maintain site safety through safe practices and documentation, and ensure that all volunteers, homeowners and staff are in compliance of worksite safety measures.
- 4) Conduct morning volunteer orientation, including information about Habitat's mission, safety, job briefing and project overview.
- 5) Able to read, interpret and implement architectural drawings and construction documents.
- 6) Strong interpersonal, written and verbal communication skills.
- 7) Able to work with volunteers, skilled and non-skilled workers with a positive and compassionate attitude.
- 8) Able to supervise groups or individuals.
- 9) Experience and skill with the tools, equipment and practices involved in home construction.
- 10) Must be detail oriented, able to multi-task, possess strong problem-solving skills and be able to identify quality workmanship.
- 11) Comfortable with computers and internet, able to communicate by email, text and phone. Able to maintain records using Office 365 Suite and online databases such as ProCore and Smartsheets. Update project management software daily.
- 12) Physically able to work in a construction setting: lifting, digging, climbing, bending, working at height, etc. Required to lift 50 pounds or more. Able to maintain balance while working on roofs.
- 13) Able and willing to drive distances within Whitman and Latah County.
- 14) Knowledge and understanding of building code and construction practices in Idaho and Washington.
- 15) Willing and able to complete Habitat for Humanity Competent Person training and other certifications as required by HFHI and PHFH. Willing to complete additional training to carry

out the Habitat mission. Become familiar with the HFHI and PHFH policies, procedures and practices. Knowledgeable of the IRC, energy codes and OSHA safety guidelines.

- 16) Comfortable with the math skills related to construction.
- 17) High School Diploma or equivalent.
- 18) Valid driver's license with clean driving record.
- 19) Dependable transportation.
- 20) Able to report to work as scheduled, 40- hours per week Tuesday – Saturday.
- 21) Pass a sex offender and criminal background check.

Preferred Skills:

- 1) Familiarity with nonprofit organizations or similar mission-related work.
- 2) Previous experience as a volunteer, or supervising volunteers.

Position:

- 1) Pay: \$23-25/hour depending on experience.
- 2) FLSA Status: Non-exempt
- 3) Employment Status: Full time
- 4) Work Schedule: 40 hours per week, Tuesday – Saturday
- 5) Location: Various sites around Latah and Whitman counties as required
- 6) Reports to: Construction Supervisor
- 7) Oversees: Build site volunteers including AmeriCorps and homeowners
- 8) Benefits: Health insurance
- 9) Vacation: Six federal holidays, one week at Thanksgiving and one week at Christmas. Additional vacation, personal and sick leave accrue based on length of service.
- 10) Support: Access to a Habitat vehicle and cell phone are provided for the construction team for work-related use. A laptop or other device is available as needed.
- 11) Certifications & Training: PHFH will pay for HFHI and OSHA required certifications, safety training, and OED and CPR certifications.
- 12) Open until filled.

To apply, submit a resume and cover letter to Nolan Corlett at [construction @ palouse habitat . org](mailto:construction@palousehabitat.org)

Palouse Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, marital status, national origin, disability, protected veteran status or any other status protected by law.

Palouse Habitat for Humanity is a drug-free workplace.

Updated 7/11/24 JW & NC