## Position Description

| Position Title: Construction Field Manager  
<table>
<thead>
<tr>
<th>(Site Superintendent)</th>
<th>Full Time √ or Part Time ____</th>
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</thead>
<tbody>
<tr>
<td>Employee Name:</td>
<td>Hourly √ or Salaried ____</td>
</tr>
<tr>
<td>Team: Construction</td>
<td>Revision Date: 3/30/2018</td>
</tr>
<tr>
<td>Supervisor Title: Director of Construction</td>
<td>Approved By:</td>
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### Objective:
Manage all aspects of the home building processes according to H4H’s quality standards and local building codes while adhering to budgets, maintaining the construction schedule and providing the level of service required to achieve the established customer satisfaction goals. Also ensures that assigned volunteers and HOC’s are properly managed for daily activities, adhere to H4H safety protocols and generally enjoy a rewarding experience.

### Supervises:
Volunteers / Homeowner Candidates (HOC’s) / Subcontractors / Suppliers

### Areas of Responsibility:

#### I. Scheduling and Completion:

A. Ensures all home building activities for assigned homes follows the established schedule.
B. Understands and maintains the “look-ahead” lead times necessary for trade contractors and material suppliers to provide their services in a timely manner so as to accomplish the build schedule.
C. Coordinates scheduling of subcontractors and material deliveries with Warehouse and Purchasing to ensure assigned homes are built in accordance with the published schedule.
D. Schedules and oversees the completion of all designated municipal inspections and follows up with trade contractors and others to punch-out items found in non-compliance.
E. Properly schedules and verifies the completion of all designated internal quality inspections and follows through with volunteers, subcontractors and others to facilitate the repairs to any work item found in non-compliance with established quality standards.
F. Updates the Weekly Job Tracking Report for each assigned home by no later than Tuesday afternoon of each week for discussion at weekly Construction Coordination Meetings currently held on Wednesday afternoons. This weekly report shall be up-to-date, accurate and is to include any notes regarding material needs or changes to the published schedule.
G. Ensures that all assigned homes are complete, with quality inspections performed (and cleared) on or before the established Appraisal Ready date and also the Certificate of Occupancy date.
II. Trade Contractor Management:

A. Reviews job-specific contract and purchase orders for each assigned home with Purchasing Department and trade contractors prior to commencement of work to understand deliverables and timeframes.
B. Provide regular feedback to Purchasing Department on trade contractor performance.
C. Provides feedback to subcontractor regarding the quality of their work and any repairs necessary during the course of construction.

III. Jobsite Management:

A. Properly manages the location and appearance of all job site equipment, Restrooms, dumpsters and materials to ensure they do not interfere with other construction trades needing access to the jobsite.
B. Calls for the removal of temporary toilets, dumpsters and other jobsite facilities once the project is complete.
C. Ensures that homes under construction and the job site itself is maintained in a clean, well-organized, safe and secure manner. Daily cleanup is required.
D. Know and enforce all job site rules, regulations, and safety.
E. Know and consistently follow the published Morning Protocol.
F. Ensures that all tools, equipment and materials that are needed for each day’s building activities have been planned and delivered in advance and are in proper working order.

IV. Customer (Volunteer and HOC) Relations:

A. Ensures that Volunteers and HOC’s enjoy a rewarding day of work that has meaning and purpose towards the Mission of Habitat and the production of the assigned home.
B. Ensures that any volunteer or HOC complaints are properly documented and brought to the attention of your Supervisor and that a plan of action is put into place immediately to address the situation.
C. Will be courteous at all times, respectful of Volunteers and HOC’s and present a professional appearance when interacting with customers.
E. Achieves the H4H-specified customer satisfaction goals as measured by the monthly Volunteer Survey results.

V. Construction Cost Control.

A. Correctly identifies and documents all cost variances of assigned homes and determines their cause to ensure future elimination or proper budgeting. Coordinates those variances with Purchasing department.
B. Continually monitors job sites to identify and correct inefficiencies and waste.
C. Authorize material and subcontractor payments only after field verification of quality and 100% completion of the contracted work.
D. Adheres to all established policies and procedures for authorizing non-contract work.

VI. Habitat Vehicle and Materials Management.

A. Ensures material deliveries are accurate regarding the quantity and quality handles any discrepancies onsite at the time of delivery or no greater than 24 hours afterward with Purchasing department.
B. Ensures that delivered tools, equipment and materials are properly stored to guard against theft, damage or misuse.
C. Promptly and properly communicates material variances to Supervisor or Purchasing department.
D. Properly documents all material returns.
E. Abides by all laws, H4H employee standards and H4H vehicle policies.
E. Keep H4H Vehicle cleaned, maintained, and stocked with all required tools and equipment.

VII. Quality Control / Quality Assurance:
A. Reviews plans for accuracy and properly communicates any problems to Supervisor or Purchasing department immediately upon discover.
B. Ensures that H4H quality control standards are met at each construction stage on all assigned homes.
C. Conduct pre-occupancy punch-list and orientation “walk through” with Homeowner’s to ensure all items of concern are 00% complete and signed off prior to closing.

VIII. Safety Standards:
A. Knows and follows H4H safety rules and regulations.
B. Constantly monitors jobsites and immediately addresses insufficient safety issues.
C. Consistently trains subcontractors, volunteers and HOC’s as to jobsite safety standards and ensures compliance.

IX. Construction Knowledge and Skills:
A. Possesses basic technical knowledge and skills related to home building.
B. Has the ability to read and decipher architectural building plans.
C. Possesses the ability to perform basic framing of roofs and walls.
D. Has basic knowledge and understanding of local building codes.
E. Understands how subcontractor scopes of work are written, applied and managed.
F. Understands each phase of construction as it relates to Volunteer friendly tasks and can assign and manage Volunteers in the proper execution of the daily work assignments.

XI. General Duties and Responsibilities:
A. Complete all established paperwork, reports and files timely and in accordance with supervisor requirements.
B. Present themselves in a professional manner and in accordance with H4H appearance standards.
C. Maintain a high level of ethics and integrity in all dealings.
D. Maintain a personal time management system to facilitate organization and efficiency.
E. Assists with all other projects and special tasks as directed by Supervisor.
F. Ability to work on roofs and heights.
G. Ability to lift in excess of 40 pounds, bend, crawl, climb and walk over uneven ground.

Please send resume to Rick Mercer at RickM@Habitat4Humanity.org