



JOB OPPORTUNITY

Job Title: **Construction Coordinator**

Reports to: President

❖ **Primary Responsibilities:**

The Construction Coordinator (CC) manages various real estate, land development, and construction field and office administrative responsibilities, to ensure a smooth, orderly, and well communicated operational environment within the Team Construction office. This position covers a wide array of administrative tasks across Organizational Departments and requires daily collaboration with others within not only Team Construction, but other Habitat departments as necessary to complete or communicate work assignments. The CC is expected to be proactive in the daily execution of their duties and provide excellent customer service to both internal and external customers, Habitat homeowners and others whom we serve. The CC must also always display courteous and professional behavior and a positive demeanor. As the CC position covers multiple professional disciplines, strong multi-tasking traits including proven problem-solving skills are required.

While the CC reports directly to the President of Habitat, the position is an integral part of Team Construction and may also receive work assignments from the Director of Construction and/or the Director of Purchasing.

❖ **Specific Duties & Responsibilities:**

- Manage the transmittal and tracking of real estate and land development correspondence related to contracts, funding transfers, filing, and other documents to outside vendors and contracted parties.
- Manage the Homeowner Warranty system from initial contact to ordering and scheduling repairs to finalizing the Work Order with the Homeowner to guarantee satisfaction.
- Manage repairs at other Habitat campus and Habitat owned facilities including the scheduling of actual improvements and assurance of completion.
- Manage construction fleet inventory and fleet log to ensure tracking of all Habitat owned and leased vehicles including dates of service, dates of repairs, while also anticipating repair dates, tire changes and oil change dates. Coordinates with Habitat staff (drivers) to maintain an accurate vehicle log that protects this valuable Habitat asset.
- Manage day-to-day office administration functions such as supplies, employee shirts, correspondence, filing, first aid kits, weekly schedules, permit packages, etc.
- Assist with creating and populating construction folders in SharePoint.
- Manages the Lot Mow list and Code Compliance violation notices to ensure that violations are kept to a minimum and when received, ensure that they are managed and cleared prior to fines being levied.

- Downloading photos from Site Super phones/tablet to the appropriate SharePoint location
- Home Dedication planning including Key Process in cooperation with Family Services.
- Majorca Palms Rental Maintenance Repairs and Tracking Log
- HOA Maintenance and Repairs and Tracking Log
- Final home closing walkthrough documents including the scheduling of walk throughs with Site Supers and Homeowner's

❖ **General Duties and Job Requirements:**

- CC will always present themselves in a professional manner.
- CC will maintain a high level of ethics and integrity in all dealings with internal and external customers and stakeholders.
- CC will maintain an effective personal time management system as required to ensure project or task organization and efficiency.
- The CC must adhere to Habitat Personal Appearance Guidelines as these standards are in alignment with our organizational practices of appropriate business conduct, professionalism, and dress code.

❖ **Competencies:**

- The CC will have an understanding and appreciation for the mission, vision, and values of Habitat for Humanity and for those Homeowner Candidates whom we serve.
- The CC must possess strong cognitive and organizational skills.
- The CC must be willing to take initiative and be a proactive problem solver and decision maker.
- The CC must have a strong work ethic and be determined in completing assigned tasks.
- The CC must be self-motivated to work effectively with minimal oversight and direction.
- The CC must be dependable, consistently on time to work and able to follow through on assigned tasks to successful completion.
- The CC must be an effective communicator and take an active approach in communicating with all Habitat Departments and Employees
- CC must take full ownership of assigned projects to ensure they are completed accurately and on time.

❖ **Physical Requirements:**

- Must be able to work in an office environment and in a stationary position approximately 80% of the time.
- Must be able to bend, crawl, climb and lift boxes, computer equipment and small furniture items.
- Must be able to walk over uneven terrain on jobsites and up stairs and uneven building surfaces.

❖ **Required Experience:**

- High school diploma or equivalent GED
- Two (2) year Associates degree or applicable work experience
- Four (4) years of real estate and/or construction administrative experience
- Valid driver's license
- Basic Microsoft Office Suite skills including Excel, Word, Outlook, and SharePoint
- Florida Notary Public or ability to obtain such certification within six (6) months.
- Ability to work Tuesday –Friday, 6:30am to 5:00pm

Posted May 19, 2021

Please apply to Human Resources by May 26, 2021.

Habitat for Humanity of Lee & Hendy Counties is an equal opportunity employer