



JOB OPPORTUNITY

Job Title: **Construction Project Manager**

Reports to: President

Primary Responsibilities: The Construction Project Manager (CPM) proactively and effectively manages a wide variety of construction projects including new homebuilding, owner-occupied home remodeling and renovations, land development and campus facility repairs and renovations. These tasks must be completed in accordance with Habitat's internal quality control standards and local building codes while also adhering to established project budget and schedule. Understanding that Habitat (at times) may utilize a Homeowner and/or Volunteer labor force, the CPM must also ensure the clear delineation of work, a safe working environment, and the delivery of a quality finished project regardless of the labor force employed. The CPM position requires a Tuesday through Friday work week starting at 6:30am each morning and ending at 5:00pm each evening with a 30-minute mandatory lunch period.

Supervises: Volunteers / Future Homeowners (FHO) / Subcontractors / Suppliers

Specific Duties & Responsibilities:

Scheduling / Budgeting / Project Completion

- Ensures that all assigned projects adhere to the established delivery schedule.
- CPM must proactively manage vendors, subcontractors, and others as necessary to ensure that all necessary project improvements and required documentation is completed on-time to allow project close-out within specified schedule.
- Effectively manages the "look-ahead" scheduling and lead times necessary for trade contractors and material suppliers to provide their services in a timely manner to ensure project completion within schedule.
- CPM manages material requirements and the scheduling of material deliveries with the Habitat Purchasing and Warehouse team to ensure assigned projects are built in accordance with the published schedule.
- Schedules and provides oversight of all required municipal inspections and then follows up with trade contractors and others to punch-out items found in non-compliance.
- CPM is responsible for creating project estimates and budgets, processing those budgets through the Habitat approval process, and then ensuring that each project is completed within those approved budgetary limits.
- CPM manages the change order process with vendors to ensure that vendor paperwork is accurate, the requested changes are appropriate and that the contract documents are edited to include the approved changes.
- CPM will ensure that all vendors and subcontractor invoices are promptly and properly coded for payment.

- CPM continually looks for opportunities to reduce cost and value engineer projects that will more efficiently satisfy the build requirements of the project.

Contract Management:

- CPM must adhere to Habitat competitive bid requirements for the contracting of all services necessary to complete each project and properly documents the verification of all bid documentation.
- CPM is required to maintain a Contract Management manual for each project which includes all project documentation, photographs, budget, and schedule overviews for weekly meetings with the President.
- CPM will ensure that each project is properly closed out, all documentation properly filed both physically and electronically and that all warranty manuals and user manuals are filed and distributed appropriately.
- CPM is required to maintain a weekly report for project communication to fellow Habitat teammates for scheduling and coordination.

Vendor and Contractor Management:

- Always ensures proper communication with vendors, contractors, and subcontractors so that schedule, budget, deliveries, and all necessary items as required for successful job completion are articulated concisely and effectively.
- Maintains a communication log for each project which details important conversations for future reference purposes.
- Cultivates a good working relationship with vendors and contractors and always maintains proper professionalism.
- Ensures that vendors and subcontractors are paid on time to ensure continued service and preferred treatment.
- Reviews all vendor and contractor scopes of work to ensure a complete project is accounted for and scheduled properly.
- regular constructive feedback to vendors and subcontractors on their performance and quality of work.

Jobsite Management:

- CPM properly manages the layout and appearance of all jobsite equipment, dumpsters, port-o-lets, and delivery materials to ensure they do not interfere with other construction trades jobsite access.
- Ensures that the jobsite is kept neat, clean, organized, and orderly always.
- CPM understands Habitat jobsite safety requirements and ensures that any visitors or vendors who visit the site always comply with jobsite safety requirements.
- Ensures that all tools, equipment, and materials necessary for each day's building activities have been planned and delivered to the jobsite in good working order to ensure an efficient workday.

Volunteer and Future Homeowner Management:

- The CPM will be required to fully understand the Volunteer element of construction and manage this unpaid labor force effectively and efficiently to ensure the timely completion of projects.
- CPM will ensure that the required Morning Protocol for Volunteers is strictly followed and that the expectations for the day's activities are properly communicated and that all materials, tools and safety equipment are provided appropriately.
- CPM ensures that Volunteers and FHO's enjoy a rewarding day of work that has meaning and purpose towards the Mission of Habitat.
- CPM will ensure that any Volunteer or HOC injury is properly documented and immediately brought to the attention of their supervisor.

General Duties and Job Requirements:

- CPM will always present themselves in a professional manner.
- CPM will maintain a high level of ethics and integrity in all dealings and negotiations.
- CPM will maintain a personal time management system as required to ensure project organization and efficiency.
- The CPM will assist other Habitat employees and teammates with their projects when necessary and will integrate as a trusted teammate for the overall good of the organization.
- The CPM must adhere to Habitat Personal Appearance Guidelines. These standards are in alignment with our organizational practices of appropriate business conduct, professionalism, and dress code.

Competencies:

- Understanding and appreciation for the mission, vision, and values of Habitat for Humanity and for those Homeowner Candidates whom we serve.
- Strong cognitive and organizational skills.
- Ability to take initiative and be a strong and proactive problem solver.
- Strong work ethic (setting & achieving goals).
- Self-motivated (works efficiently with minimal direction).
- Dependable (is consistently on time to work and follows through to successful completion with assigned tasks).
- Effective communicator (takes an active approach in communications) with all Habitat Departments and Employees.
- Ability to take ownership of projects to ensure they are completed accurately and on time.

Physical Requirements

- CPM must have the ability to lift more than 40 pounds, bend, crawl, climb and walk over uneven ground as part of their regular duties and assignments.

Required Experience:

- A minimum of 5-years of construction experience related to contracting and project management.

- Understanding of how to read civil and architectural blueprints and the ability to effectively communicate their project requirements.
- Intermediate to advanced Microsoft Office suite of software programs (Word, Excel, Power Point, Outlook).
- Must possess a current and valid Florida Driver's License with less than 3 moving violations within the past 3-years.

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