

## **Lancaster Lebanon Habitat for Humanity**

### **DIRECTOR OF CONSTRUCTION**

#### **Summary:**

The Incumbent, a member of the Management Team and reporting to the Director of Operations, shall manage the construction operations in order to plan and build new Habitat homes and complete homeowner-occupied home repairs on schedule and within budget to assure both quality and home cost affordability. Incumbent will educate, guide, and supervise volunteers, including Habitat homebuyers, on the construction site and at special events.

#### **Primary Responsibilities:**

1. Construct, rehabilitate, or repair homes in a timely and safe manner that remains on budget for home affordability.
2. Supervise Construction Department staff as appropriate and necessary.
3. Serve as a Site Supervisor and Competent Person on up to four contiguous sites at a time.
4. Manage the cross-functional construction team, which coordinates among the competing needs of construction, finance, volunteer, and client services.
5. Serve as staff liaison to the Construction Committee, serving as primary point-of-contact to Construction Committee Chair, ensuring meetings are held regularly, agendas are produced and distributed, and minutes reported on a timely basis.
6. Assist Site Selection Committee in land and property acquisition, project feasibility, and other due diligence tasks.
7. Coordinate construction planning with Client Services and architectural agent.
8. Plan and arrange for equipment maintenance and replacement as necessary.
9. Present publicly on Habitat construction work and home maintenance from time to time.
10. Identify and meet applicable construction standards in localities or as part of grant requirements.

This position should not be construed to contain every function/responsibility that may be required by an incumbent in this job. Incumbents are required to perform other functions, as required.

#### **Specifications:**

Extensive experience and knowledge of home building, home rehabilitation, and construction processes required.

The ability to manage volunteers on construction regularly on Saturdays.

Have or obtain a Competent Person certification according to HFHI, by completing the Competent Person Safety Training or an approved OSHA #510 course.