

## **JOB DESCRIPTION**

**YOUR JOB TITLE: DIRECTOR OF CONSTRUCTION**

**WHO YOU REPORT TO: CEO**

**PROGRAM: CONSTRUCTION**

**WAGE AND HOUR JOB TYPE: EXEMPT**

**RATE: \$80,000 yr - \$100,000 yr DOE**

**HOW TO APPLY: Send Resume to [RandyW@HabitatTucson.org](mailto:RandyW@HabitatTucson.org)**

### **WHAT YOU CAN EXPECT TO WORK ON:**

Oversees all aspects of Habitat for Humanity Tucson's construction process through a strategic mix of staff, volunteer labor, subcontractors and materials to efficiently produce high quality homes in a safe, affordable manner. Responsible to lead the management of all construction projects (new, rehab, repair) including scheduling, planning, procurement, working with subcontractors, site selection, development and design. This position requires the ability to manage all aspects of new construction, land development, rehabilitation/repair of acquired units and home preservation and repair programs.

### **OUR MISSION... AND HOW YOU FIT INTO IT**

Creating a more compassionate and just world, Habitat for Humanity Tucson brings people together to build homes, communities, and hope. Your role applies your skills and experience to the critical issue of affordable housing, leading a committed and talented team of staff and volunteers in producing 15-20 homes per year - and poised for growth! Your work will reflect the integration of the following essential functions:

### **NEW CONSTRUCTION**

- Develop and manage new home construction projects, schedules and budgets.
- Lead and develop an engaged, diverse team of staff, volunteers and ADOC to manage workflow, quality, safety and production timelines for build.
- Responsible in maintaining highest standards for safety at all HFHT job sites, as well as the supervision and instruction of unskilled, semi-skilled and skilled volunteers, interns and staff in all aspects of construction.
- Oversee final walk-through with partner family and ensure that all punch lists are completed. Complete any warranty work within defined period.

### **CONSTRUCTION MANAGEMENT**

- Work with industry professionals (architects, engineers, subcontractors) and partners to obtain usable blueprints and design site plans that include soils, corrosion, drainage and applicable surveys. Guarantee availability or installation of water, sewer, and power. Order temporary power and restrooms for build sites.
- Establish and manage a detailed production schedule and subcontracted work including solicitation of bids, scheduling, quality control and contracting

- Direct on-site safety programs and manage required documentation for compliance (OHS, best practices, Habitat policies, etc)
- Oversee contracting for subs and ensure homes and projects are built to code, quality standards and with timely and accurate completion.
- Assist in designing and implementing skills development programs for staff, students and volunteers.
- Drive the permitting process to meet projected schedules. Work with government entities to establish positive relationships and in meeting all requirements.
- Be familiar with Habitat construction design standards, as well as HFHT and Home & Design Committee requirements for building. Provide staff leadership to Home & Design Committee.
- Advocate for accessible and energy efficient housing and explore new construction methods and innovative building materials.
- Work closely with the Volunteer Resources Manager to identify skills needed, cooperate with scheduling of volunteer groups and ensure high quality volunteer experience and satisfaction.
- Establish and maintain relationships with subcontractors and suppliers, resolve any conflicts.

### **MATERIALS AND LABOR PROCUREMENT**

- Ensure clear communication with contractors and vendors. Develop positive working relationship with HFHTs building partners.
- Responsible for monitoring materials purchasing in accordance with procurement procedures and affiliate guidelines.
- Develop and maintain connections to suppliers and manage the vendor list, using in-kind materials and volunteer labor when possible.
- Negotiate pricing and timelines for sub-contracted labor and materials, utilizing the bidding process when applicable. Optimize bulk purchasing opportunities.
- Organize inventory and maintain the affiliates equipment, trailers, and tools.
- Ensure the construction team has the materials and support needed to complete new construction, rehabs and remodels, and ABWK projects.

### **HOME REPAIR AND PRESERVATION**

- Lead the Home Repair Program to provide repair and preservation repairs to owner occupied homes.
- Work with Home Repair Supervisor to ensure projects are evaluated properly, have an established scope of work and accurate cost projections
- Ensure projects are completed in respect of the scope of work and within funding timeframes and budgets

### **REHABILITATION OF ACQUIRED UNITS**

- Evaluate properties for potential acquisition, develop scope of work and cost projections
- Manage the construction team of staff and volunteers to provide necessary repairs

## **LAND AND INFRASTRUCTURE DEVELOPMENT**

- Evaluate land acquisition opportunities, production schedules and project viability (budgets) for development of new construction.
- Oversee land development and entitlement process (including design, rezoning, platting, civil & architecture) in support of future communities.
- Identify, lead and supervise contractors in infrastructure development when applicable.
- Ensure current land inventory is maintained while held.

## **EDUCATION AND EXPERIENCE**

- Extensive experience building single family homes and developments
- Ability to read and interpret architectural drawings, legal contracts and other complex documents
- Bachelors Degree in Construction Management or similar field, or equivalent work experience
- 5+ years construction management experience, preferrably in residential construction
- Ability to perform detailed financial analysis and create budgets for developments including site acquisition, predevelopment activities and construction
- Demonstrated ability to lead teams, build a positive work culture and mentor/grow subordinate staff
- Able to establish and maintain positive relationships with vendors, donors, industry professionals, government and elected officials in support of the mission.

## **ADDITIONAL PREFEERED FUNCTIONS AND SKILLS**

- Develops clear strategic goals and engages staff and Board, sets priorities and timelines; meets goals and timelines.
- Computer literacy – AutoCAD, Excel, Word, Project, PowerPoint.
- An understanding of sustainable and green building practices

## **OTHER NECESSITIES**

- License: Valid Arizona Driver's License with clean driving record.
- **Ability to meet qualifications for Arizona Registrar of Contractors Qualifying Party for General License, Plumbing and/or Electrical**
- Travel: Pima and Santa Cruz county: occasional travel out of state. (less than 5%)
- Overnight stays: Occasional.

Working hours: This position is regarded as full time (40 hours a week). Work is usually performed between 6:00am and 3pm Tuesday through Saturday during high profile builds or projects, Monday - Friday most weeks. Additional hours may be required to perform the job and may include some evenings and/ or weekends.