



CONSTRUCTION DIRECTOR

Passaic County Habitat for Humanity (PCHFH) is part of a global, nonprofit housing organization whose mission is to put God's love into action by building homes, communities, and hope. Our vision is an equitable Greater Paterson region where all people have access to the transformational power of safe, stable, affordable housing.

The Construction Director, acting as the organizations in house general contractor, is responsible for creating and managing a master construction schedule which maximizes the use of staff, affiliate assets, and volunteers to build, repair, and maintain homes of high quality and affordability. The Construction Director oversees PCHFH's in house new construction, rehabs, property management, critical home repair, and warranty programs. Additionally, the Director of Construction is responsible for all construction staff training, safety compliance, and team building, ensuring that the construction, critical home repair, and property management staff have a clear understanding of their responsibilities and duties as well as their role in the overall mission of the organization.

Responsibilities

- Serves as PCHFH's General Contractor for in-house builds.
- Participates in designing, implementing, and evaluating a comprehensive home building program consistent with the building needs and types appropriate to the community.
- Leads in-house new home construction and rehab projects, supervising a construction team comprised of site supervisors, foreman, laborers, and volunteers.
- Oversees the critical repair program.
- Oversees the property management program, which includes office management, rental maintenance, condominium management, and new home warranty.
- Plans required work in line with design, resources, and costs to ensure projects are delivered on schedule, budget, and in accordance with quality standards including energy star and green building goals.
- Plans job and equipment requirements and assures necessary materials are available to progress projects. Responsible for securing, storing, and tracking of inventory, maintain records required for invoice review and approvals.
- Tracks and communicates project performance; assesses field uncertainties, communicates changes, plans adjustments, seeks approvals as required, to keep projects on track; document job status and attend and lead project meetings.
- Plan for subcontractor needs with project management staff, participates in site meetings and obtaining bids; maintains records required for invoice review and approvals.
- Evaluates subcontractor and vendor performance, and ensures compliance with procurement and insurance policies.
- Works with Director of Property Acquisition and Development to establish project timelines and budgets.
- Ensures all construction staff have proper safety and overall training. Ensures safety protocols are followed and compliance with training requirements is met.
- Prepare reports as needed on construction performance in terms of quality, cost, and production time on all construction products and services, warranty performance, cost containment & reduction, warehouse operation performance and cost, facilities maintenance and cost, equipment and vehicle cost, achievements, and volunteer utilization and satisfaction.

Qualifications:

- 5-10 years of general contracting experience, including new home construction.
- Experience working with city officials preferably in an urban environment.
- Supervisory experience required with a demonstrated ability to build and lead a cohesive team and manage subcontractors effectively.
- Proven track record of managing and successfully delivering multiple projects simultaneously on budget and schedule.
- Communication skills:
 - Ability to document, receive and share project information via phone and email.
 - Ability to represent PHFH in a professional manner; professional at setting priorities and coping with competing demands
- Ability to handle multiple tasks and manage time effectively in a fast paced environment; ability to maintain composure in difficult situations, ability to exercise judgment and discretion is critical to success.
- Ability to work with diverse group of people, as well as independently as a project leader and as a team member.
- Computer skills required: MS Office (word and excel). Experience with construction project management tools a plus.
- Commitment to green building practices and volunteerism.
- 4-year degree or equivalent training in construction management

Salary Range

\$80,000 - \$95,000

Passaic County Habitat for Humanity provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We urge all qualified applicants to apply.

To apply please submit a cover letter describing your interest in working to advance Passaic County Habitat's mission along with a resume to jobs@habitatpc.org