



JOB DESCRIPTION

Position title: Director of Construction
Department: Construction
Job type: Exempt
Reports to: Executive Director

The Director of Construction must be able to manage the overall schedule and material flow for the Habitat construction function, supervise construction staff, and interface with volunteers and homeowners through all phases of construction. This position requires a strong background in residential construction, especially construction scheduling and material procurement, and a commitment to the mission and purpose of Habitat for Humanity of Spartanburg.

Must possess Residential Build License.

Primary Responsibilities:

1) Operational:

- Manage the overall construction and/or renovation process of Habitat homes through:
 - Supervision of the Construction Site Supervisors and Associates and assignment of their daily duties
 - Independently scheduling all phases of construction by work day to meet the required timeline for project completion
 - Independently securing necessary permits and required inspections for each construction project
 - Independent sourcing and procurement of all construction materials, managing cost and delivery schedules to meet the construction timeline by having materials on the site the day they are needed
 - Independently scheduling subcontractors for grading, foundations, plumbing, electrical, and HVAC to meet the overall construction schedule
 - Independently scheduling inspections with City or County inspectors as called for in the construction process
- Demonstrate an ability to motivate and encourage volunteers and homeowners
- Be skilled in all phases of home construction and local code requirements
- Teach home maintenance classes
- Perform final quality inspections of each home prior to closing and perform walk-throughs with each new homeowner, teaching the fundamentals of home management and maintenance
- Consult with Habitat homeowners on any concerns or home warranty issues

2) Safety:

- Manage the Safety Program of Habitat for Humanity Spartanburg for the construction function
- Stress an awareness of good safety practices
- Follow all safety rules and requirements
- Ensure all members of the Construction Department are OSHA Competent Person Certified

3) Knowledge, Skills, and Physical Requirements:

- Be a self-starter, able to work independently
- Minimum of 5 years of residential construction experience
- Residential construction license
- Training in Energy Star and environmentally friendly design practices
- Ability to read and interpret documents such as safety manuals, operating guides, procedure manuals and house construction plans.
- Frequently required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl
- Frequently exposed to outside weather conditions during summer and winter, when working at construction site(s) managing construction materials
- Must have a valid driver's license

***Please send resume to BJ Camp, Organizational Administrative Assistant, at
bj.camp@habitatspartanburg.org.***