



**Position Title:** Construction Manager

**Classification:** Exempt, Part-Time

**Time & Salary:** 24 hours weekly (0.6 FTE) starting at \$25 per hour DOE

**Reports to:** Executive Director

**Job Summary:** The purpose of the Construction Manager is to supervise the construction activities that take place on the work site on any given work day. The Construction Manager is in charge. All work crews and individuals on-site take their direction from the Construction Manager, who is responsible for knowing what work must be done and applying volunteer and sub-contractor resources to accomplish that work.

*Current CCB license not required.*

**Duties & Responsibilities:**

- Acts in partnership with the Building Committee. Reports to Executive Director.
- Carries out all Building Committee policies. Attends all Building Committee meetings.
- Provides progress reports to the Building Committee Chair & Executive Director and keeps logs of daily activity.
- Provides adequate supervision and training of volunteers on the job site. This includes holding an initial meeting with the volunteers at the beginning of the workday to discuss the plan for the day, assigning appropriate number of volunteers for the day's tasks. This includes assuring that duties are not being performed by individuals of an inappropriate age group and may include hands-on training of unskilled volunteers.
- Coordinates and oversees the work of all sub-contractors, labor and materials for houses
- Monitors the job for having the right amount of material and subcontractors on the job at all times.
- Oversees the purchase of materials.
- Coordinates the delivery of all material, checking against purchase orders.
- Responsible for all invoices, returns and credits and supplying bills and coordinating payments through the Executive Director.
- Secures all permits and inspections.
- Monitors the budget for each house.
- Follows plans for each house and works with the family and Family Partner on an as needed basis.
- Establishes and abides by timetable for construction.
- Inspects each phase of work to determine acceptable quality and that each trade is finished on schedule.
- Coordinates and communicates with the Volunteer Coordinator to secure necessary volunteers for workdays. This position must communicate needs for skilled volunteers in a timely fashion allowing sufficient time for Volunteer Coordinator to schedule such skilled volunteers.



- Cultivate, solicits and track vendor donations made on site and communicates with Habitat office.
- Accountable for the safety and security of the job site.
- Seeks Executive Director approval prior to any expenditure not covered in budget.
- Works with the Family Partner Committee and the Family Partner Volunteer to ensure that families have opportunity to finish assigned sweat equity hours.
- Accountable for the job until 100% complete and sold to homeowner.
- After closing, supervisor is responsible for all workmanship follow-up work needed on the house (punch list).
- Ongoing site supervisor support/training.
- Knowledgeable on Energy Trust requirements.
- Performs other appropriate activities and duties as assigned.
- Oversee the coordination of the Ramps & Rails repairs program.

**Qualifications:**

This position should have an extensive background in all phases of residential construction, especially craftsmanship and carpentry skills. Organizational skills and experience managing construction projects is a must. The incumbent will need adequate communication and leadership skills to instruct unskilled volunteers in construction methods.

**Benefits:**

- Retirement Benefit, Vacation Time, Sick Leave, Holiday's.
- No healthcare benefits with this position.

Closing Date: When filled.

**Interested applicants please forward a resume and cover letter to:**

North Willamette Valley Habitat for Humanity  
c/o Wendy Patton, Executive Director  
P.O. Box 852  
225 Franklin St.  
Mt. Angel, Oregon 97362  
[wpatton@nwvhabitat.org](mailto:wpatton@nwvhabitat.org)  
Phone: 503-845-2205

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Employment is contingent upon completion of a satisfactory background check.