



CONSTRUCTION MANAGER

Overview: Habitat for Humanity Chicago is a nonprofit affordable homeownership organization that partners with families and neighborhood residents to build homes and revitalize communities in Chicago with a primary focus on the Southside.

Position Summary: The construction manager drives the development and execution of Habitat Chicago's Construction Program. S/he collaborates extensively with team members, volunteers and vendors to set an ambitious pace of production, developing the people, tools and policies to make it possible.

Who Should Apply: You are full of residential construction knowledge and you are eager to apply your skills to a non-traditional builder helping to make homeownership a reality for buyers who never thought it would be. You understand the critical importance of people development and long-term planning - and you have the outstanding communication, project management and leadership skills to execute an effective, quality-oriented operation.

Scope: The construction team is a part of Habitat Chicago's programs team, which works to identify, develop and execute investments in promotion of established indicators of neighborhood health in our focus areas. These investments currently include new home construction for affordable homeownership, homeownership education, resident grants for social and physical projects, volunteer development, and home care workshops. We believe in inclusivity and quality, emphasizing both across all efforts.

The construction team is principally responsible for the new home construction arm of our investments. We are building single-family, two-story homes with the intention of adding townhomes and rehabs to our outputs within two years. The vital systems of the homes are sub-contracted (e.g. excavation, plumbing, electric, etc.) but much of each home is built with unskilled (typically, one-time) volunteers, which are overseen by our in-house staff. We currently build three to four times a week, completing approx. six homes a year, with up to nine in production. We are growth oriented and scaling up our outputs is underway.

The construction team is led by the construction manager, who is responsible for the team and its goals. The team is comprised of: one project manager; two site supervisors; one procurement and warehouse coordinator; six crew leaders (full-time, one-year volunteer service positions); one part-time special projects volunteer; and two volunteer committees. In addition to carrying out new home construction-related goals, the team is also active in cross-team planning and communication in consideration of programmatic and funding dependencies.

Key Responsibility I: Direction Setting (25%)

The manager is the key influencer on all construction-related efforts and has the opportunity to inspire her/his team and the organization in pursuit of her/his vision. In this responsibility area, the manager is expected to:

- Establish and set expectations for quality and inclusive team and organization performance, including standards of accountability, construction methodology, task execution and external/internal communication.
- Prioritize needs and opportunities; set a strong, growth-oriented pace that is also manageable within team and funding constraints.

- Cast a long-term vision for production scale, construction practices and innovation; and effect plans for vision progression.

Key Responsibility II: Team Development (30%)

Team structure and development is a top priority, and the manager must embrace the challenge of multiple skill levels and a volunteer-centric work schedule. In this responsibility area, the manager is expected to:

- Establish a clear hierarchy and responsibility structure aimed at long-term people retention and predictable development steps.
- Design and execute training and support plans that advance the technical and soft skills of all team members, including year-long and recurring volunteers (crew leaders) to desired levels of competency.
- Manage personnel changes (i.e. promotion, hiring, exits and removal).

Key Responsibility III: Construction and Land Management (30%)

Utilizing personal construction knowledge as well as team and skilled-volunteer counsel, the manager ensures the success of land acquisition and construction progress targets. In this responsibility area, the manager is expected to:

- Review, approve and champion production schedules, holding all team members accountable to targets; ensure adequate site coverage, stepping into site super role when necessary.
- Set and maintain short-term budgets and house costs as well as long-term forecasting schedules.
- Create and/or improve critical tools and programs for construction success (e.g. safety management, quality-assurance protocols, material take-off templates, task protocols, etc.)
- Develop and maintain healthy relationships necessary to influence production (e.g. architects, staff at key City of Chicago departments, sub-contractors, inspectors, aldermanic staff, in-kind donors, etc.)
- Integrate risk management protocols into all efforts; constantly evaluate efforts for potential setbacks; actively troubleshoot issues to adequate resolutions.

Key Responsibility IV: Teamwork and Communication (15%)

As a key Programs Team member, contribute to our organizational health through enthusiastic collaboration, leadership and personal integrity. In this responsibility area, the manager is expected to:

- Maintain a “team first” outlook, supporting the success of the team and the mission in attitude, ideas, and actions; lead by example and with active, creative input for growing and improving the organization.
- Participate in relevant community investment strategy decisions, helping to define neighborhood direction and team needs.
- Participate in cross-organization dependency planning (i.e. homebuyer-funding-construction pipelines) and actively communicate needs, changes, and opportunities.
- Embrace the volunteer and sponsorship structure of the organization, designing standards and expectations for it and maintaining flexibility for special requests.
- Contribute to organization events, helping as necessary with set up/take down, management, networking, various tasks, etc.
- Engage with all members of team, program participants, and core volunteers.

Qualifications

Required Knowledge, Skills & Abilities

- Strong project management, program development, goal management and record-keeping skills
- Organization, attention to detail, ability to work independently with minimum supervision
- Deep and detailed knowledge of residential construction building practices and code compliance; interest in emerging practices
- Advanced communication abilities for varied situations (e.g. public speaking, coaching, listening, interpreting, advocating, negotiating, etc.)
- Interpersonal and cultural competency skills facilitating collaboration with a wide spectrum of people
- Positive, optimistic outlook fostering “can-do” attitudes
- Patience, understanding, flexibility, and ability to develop positive relationships
- Confidentiality with sensitive information
- Ability to manage conflict and act decisively
- High level of computer literacy, including competence with Microsoft Office and familiarity with Project Management tools (Smartsheet preferred) and Constituent Relationship Management databases (Salesforce preferred)
- Ability and willingness to secure and maintain a Competent Person safety designation (all training, travel and renewal costs paid by Habitat Chicago)

Preferred Knowledge, Skills & Abilities

- Familiarity with City of Chicago and State of IL requirements (e.g. prevailing wage, environmental reviews, permitting, inspections, etc.)
- Ability to manage and utilize volunteers effectively
- Understanding of the Chicago housing market
- Understanding of challenges facing populations with low incomes
- Understanding of adult education learning principles and experience developing training/curriculum for adult learners
- Understanding of the Habitat for Humanity mission and operations

Education and Experience

- At least eight years of residential construction experience in a professional setting
- At least five years of management/supervisory experience
- Bachelor's degree or equivalent combination of education and experience
- Experience on a Habitat construction site preferred

Successful Habitat team members share the following characteristics:

- **Trust:** You invest in your fellow team members and you do what you say you will do. You thrive on constructive feedback and have a high level of integrity.
- **Commitment:** You have a “go above and beyond” attitude; nobody here works just for a paycheck.
- **Engagement:** You embrace bringing people to the Habitat mission.
- **Innovation:** You are a creative problem solver who works across teams.
- **Curiosity:** You express curiosity and reserve judgment.
- **Achievement:** You love results and hate excuses. You will help Habitat Chicago grow to be a leading organization.

Position Details



CONSTRUCTION MANAGER

Reports To: Associate Director, Programs

Supervises: Directly: 3 FT Employees; Indirectly: 1 FT Employee; 6 FT Volunteers; 1PT Volunteer.

Hours: Full-time. Office hours are M-F 8am-4pm but work schedules vary according to preference/needs. Some weekend and evening work is required, depending on program and event needs, and adjusting schedules as needed to balance hours is encouraged.

Environment: The Habitat Chicago office is located at Cermak Rd. and Carpenter St. in Chicago. It is accessible by car or by public transit. This position will have a desk, computer and phone line in an open office environment. The current construction sites are on S. Union and S. Emerald avenues between 119th and 121st streets. The sites have typical construction hazards of uneven ground, etc. One site has a climate-controlled mobile office with internet access. The sites are accessible by car or public transit however use of private or organization vehicle is preferred for site travel.

Conditions: Must be able to lift 50 pounds, walk on uneven ground, climb to and stand at heights, stand for long periods of time, work at a computer for long periods of time and drive all construction vehicles and trailers.

Compensation: Salaried; \$68,000-\$72,000 depending on experience. 30+ vacation/sick/personal days per year. 90% employer paid health insurance; access to dental, vision and 401k plans.

FLSA Status: This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). It does not earn overtime or compensatory time for additional time worked.

Training: The position will begin with an onboarding period to become familiar with the organization's work and policies; s/he will be trained on the specifics of the role through a combination of in-person, online and written trainings and will be expected to take the initiative to review materials as needed and seek understanding of new developments in order to perform her/his responsibilities. Additionally, the successful candidate will be required to seek and secure a Competent Person safety designation and may be asked to attend other training and certification programs as identified.

To Apply: Please submit a cover letter and resume to elizabeth.walker@habitatchicago.org with "Construction Manager – Your Name" in the subject line by 2/22/19. Only successful applicants will be contacted and interviews will take place on a rolling basis. No phone calls, please.

Habitat for Humanity Chicago is an equal opportunity employer. This organization does not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law.