



## **Construction Project Manager**

*If interested, please email your resume to [Doug.Wright@MorrisHabitat.org](mailto:Doug.Wright@MorrisHabitat.org)*

*Morris Habitat for Humanity is a non-profit organization and an affiliate of Habitat for Humanity International that brings people together to build homes, communities, and hope. Our organization serves populations in 68 municipalities spanning across Morris, Middlesex and parts of Union and Somerset Counties.*

The **Project Manager** position is a **full-time** position that is responsible for the construction of Morris Habitat homes on a particular site from construction permitting through family move-in. The Project Manager shall coordinate the use of on-site construction staff, volunteers, materials, subcontractors, and family partners on each home. In addition, the Project Manager shall maintain a schedule of construction which allows effective assignment of staff, resources, and funding.

This role **reports to the Director of Construction** and is based out of Morris Habitat for Humanity's headquarters in **Randolph, New Jersey**.

### **Responsibilities & Duties:**

- **Fiscal / Contracting:**
  - Manage and oversee yearly construction budget and review with appropriate staff.
  - Develop relationships with suppliers, vendors, and contractors in order to secure in-kind donations of materials and skilled labor to the affiliate. Approximately 25% of the project budget should be raised from in-kind donations.
  - Review and approve construction invoices.
  - Delegate, approve, and coordinate material take-offs.
  - Develop request for quotes for securing vendor/supplier quotes.
- **Personnel Management:**
  - Assure safety on site, including the authority to suspend, or exclude from job site, any employee or volunteer, acting unsafely or in violation of Morris HFH policies. Any disciplinary action shall be referred to the Director of Construction.
  - Supervise volunteers, contractors, and staff assigned to the site.
  - Recommend hiring of paid subcontractors / vendors in excess of \$5000 to the Director of Construction.
  - Coordinate and meet monthly with Construction Management Team during construction ensuring high quality homebuilding standards.
- **Program Planning & Execution:**
  - Implement construction schedules on a per-house basis in accordance with the strategic plan.
  - Support construction process on site from construction permit application through final occupancy.
  - Maintain and update construction files and inventory.

- Oversee maintenance of tools, trailers, and vehicles.
- Oversee completion of home warranty/punch list items within 30 days of occupancy.
- Keep the Director of Construction and Construction Team apprised of progress/problems on all projects.
- Prepare paperwork for safety and cost controls; plan and order materials for timely delivery.
- Order materials and review construction-related invoices; work with Habitat for Humanity International on the in-kind donation program.
- Assure quality control and code compliance.
- Provide monthly, detailed written reports to Director of Construction covering building progress, cost data vs. budget, materials list, tools, vehicle report, staffing and anything else deemed important.

**Education and Experience:**

- No specific education requirements.
- Must have previous construction experience.
  - Experience as a construction manager highly desirable.

**Skills and Qualifications:**

- Acquainted with the process of obtaining bids from contractors on aspects not appropriate for volunteer labor.
- Ability to direct others rather than personally accomplish the job is a key requirement.
- Patience with inexperienced volunteers.
- Possess integrity, imagination, and mature judgment, as well as strong administrative, leadership, communication and writing skills.
- Ability to build relationships with people and companies to effectively solicit in-kind donations of materials and skilled labor.
- Commitment to listen, be objective, and build strong relationships with Habitat's partners while showing courtesy, compassion, initiative, and good judgment.
- Strong belief in Habitat for Humanity's Mission.

*EEOC: We are an equal opportunity employer, dedicated to a policy of employment on any basis including race, creed, color, age, sex, religion, or national origin.*