

**River City Habitat for Humanity**  
**Job Description: Construction Manager** *(revised 1/2018)*

**Position:** This position is a Full Time position, unless otherwise negotiated. This position is responsible for the coordination and solicitation of labor, subcontractors and materials necessary in the construction of all housing units. Saturday work required. Pay commensurate with experience.

**Reports to:** Executive Director

**Duties & Responsibilities:**

- 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.
- Attends all Building Committee meetings and acts in partnership with the Building Committee.
- Oversees all Building Committee policies.
- Provides progress reports to the Building Committee Chair & Executive Director and keeps logs of daily activity.
- 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 by the Building Committee members.
- 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.
- Accountable for the safety and security of the job site.
- Seeks Executive Director approval prior to any expenditure not covered in budget.
- 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).
- Performs other appropriate activities and duties as assigned.

**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.

**Please send your resume and cover letter** to our Executive Director, Susan Cook-Williams at [susan@rivercityhabitat.org](mailto:susan@rivercityhabitat.org) or 1420 Creek Trail Drive, Jefferson City Missouri 65109