**Classification:**

Exempt

**Reports** **to:**

Chief Operating Officer

**Work Location:** Tampa, Florida

First 90 days of employment – in office full-time

Hybrid after 90 days of employment

**Summary/Objective:**

This position manages and directs all aspects of construction operations, to include (but not limited to) people, functions and teams responsible for completing production and program requirements involving construction (new, rehab, repair), warranty and special projects.

**Essential Functions:**

* Responsible for all aspects of residential real estate construction, including planning, scheduling, budgeting, forecasting and completion of each home.
* Secure building permits and ensure that all inspections are scheduled and passed in a timely manner.
* Coordinate the work assignments for site supervisors and verify the work completed.
* Ensure that all staff and volunteers work safely, have proper safety equipment and instruction, and the site is in compliance with OSHA standards.
* Follow-up with site supervisors to plan the weekly work of Habitat construction volunteers and Habitat families.
* Oversee volunteers’ performance for quality purpose with positive communication.
* Coordinate with site supervisors of the day-to-day work to make sure they complete their tasks including but not limited to the following: order materials, schedule subcontractors and inspections and schedule work days with volunteer coordinator.
* Review, analyze and recommend materials and service vendors based on competitive pricing and availability.
* Develop budget for each home and construction projects, including bidding of contracts of trade companies.
* Build partnerships to increase in-kind donations for materials and/or labor.
* Maintain all inventories of all Habitat tools, supplies, building materials, equipment, etc., ensuring their operation, condition and security.
* Keep the various warehouses and storage facilities in an orderly manner, ensuring that all supplies and equipment are properly accounted for and available for use
* Review, code and approve all expenses related to construction.
* Maintain contact and good relations with skilled construction professionals and suppliers in the Tampa Bay community.
* Schedule and attend all Construction Committee meetings and weekly staff meetings.
* Tour sites for potential home development with thorough knowledge of HFHHC standards of location, site improvement and family desirability standards and provide written reviews and recommendations.
* Search and find suitable sites for our rehab programs, visit with homeowner candidates to make a scope of work and budget for each project.
* Direct the acquisition of all construction-related materials, including preparation of estimates, bidding and ordering.
* Manage all subcontracted labor, including scheduling, directing and coordinating for electrical, plumbing, HVAC, utility and site preparation.
* Coordinate inspections and perform pre-inspections for OSHA compliance.
* Manage construction process in order to meet goals for home construction as specified by board of directors.
* Maintain project management and timeline scheduling system for staff and volunteers.
* Provide a weekly report to Executive Director and other reports as needed.

**Competencies:**

* Must be adept with all stages of residential real estate and construction industry.
* Skilled knowledge of construction trades to instruct and supervise other craftsmen and unskilled volunteers alike.
* Highly effective organization, communication and human relation skills.
* Possess patience, good training skills and be able to work with people at their level.
* Familiarity with processes and procedures in obtaining building permits and inspections.
* Developed understanding of financial management, cash flow and cost analysis.
* Ability to maintain and manage work for multiple properties and projects.
* Support a positive atmosphere at the job site by maintaining a positive, professional, safe and harassment-free work environment.
* Serve as ambassador for HFHHC on the worksite and in the community.
* Public speaking and presentation skills desirable.

**Work Environment:**

The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of this job in an office. This role routinely uses standard office equipment such as computers, printers, phones, tablets, filing cabinets, and fax machines.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. While performing the duties of this job, the associate performs the following activities: standing; walking; bending, squatting, use hands, reach with hands/arms, listen and communicate.

**Position Type/Expected Hours of Work:**

This is a full-time exempt position. The typical workweek is Monday – Friday with some evenings and weekends required.

**Education, Experience and Attributes:**

* Desire to work towards Habitat’s mission.
* Bachelor’s Degree is highly preferred.
* General Contractor license in active status preferred.
* Five years’ experience in residential real estate construction, with neighborhood development experience preferred.
* Experience working with governmental agencies and officials.
* Construction supervisory experience required in new construction and rehab work.
* Valid driver’s license required.

**Other Duties:**

Please note this position description is designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the associate for this job. Duties, responsibilities and activities may change at any time with or without notice.

**To Apply:**

Please send resumes [hr@habitathillsborough.org](mailto:hr@habitathillsborough.org). All resumes will be reviewed upon receipt.

*HFHHC is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*