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Position: Project Manager Residence Construction Functions

Classification: Exempt, Part-Time

Starting Salary Expectations:

Minimum \$19.45/hour to wage range midpoint of \$24.32/hour. Placement will generally not exceed the midpoint based on qualifications, experience, and internal equity. The full wage range is \$19.45/hour to \$29.18/hour.

Department: Construction Department of North Willamette Valley Habitat for Humanity
Reports to: Executive Director

Position Description

The Project Manager is responsible for: leading the construction team. This position oversees the work of on-site staff and subcontractors to insure that the work proceeds without delays, is done efficiently and that the project remains on schedule. This person must be a forward planner who anticipates issues and facilitates solutions. This position is also responsible for quality assurance, loss prevention and job site safety.

This position works closely with construction site-staff to insure that they can devote their attention to supervising the day-to-day work on site. This position also works closely with the Building and Development committees in implementing cost control strategies for our builds. This position also works closely with Volunteer and Family Services.

The Project Manager will oversee all aspects of construction including both new home construction and home repair services. This includes design process, construction scheduling, quality assurance, and fiscal responsibility for all construction activities including budget oversight, cash flow forecasting, and contracting requirements.

Note to Candidates:

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications as described

Personnel Management

- a. Assure safety on all sites. Including ReStores and Affiliate Admin Office
- b. Including the authority to suspend, or exclude from job site any employee or volunteer acting unsafely, or in violation of HFH policies. Any disciplinary action shall be referred to the Executive Director.
- c. Supervise Site Supervisors, Construction Supervisor, Construction Leaders, and AmeriCorps.
- d. Assess, assist in recruitment, and coordinate all volunteer needs at work sites.
- e. Train, supervise, and support all construction staff.



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- f. Complete staff annual performance and make staffing recommendations to Executive Director.
- g. Support construction staff in the case of any emergencies at work-site.
- h. Identify training and staff development opportunities.

Pre-Construction (6-12 months prior to start of construction)

- a. Assess feasibility of project development and operation.
- b. Work with Fund Development team on financing for projects including grants, loans, tax credits and other subsidies. Prepare funding applications, negotiate financing agreements and lead real estate closings.
- c. Coordinate design with property constraints. Selection of design to be based on cost effective materials and labor components. A catalog of home designs (6 to 10) that have been proven on past projects to be cost effective will be used on most projects unless special circumstances arise.
- d. Develop a detailed construction schedule based on historical data of the home design on previous projects. Note scheduled activities that are suitable for volunteer labor and report those dates to the executive team. The schedule is to be cost loaded and reviewed by executive team for cash flow requirements.
- e. Bid out all scopes of work for construction of home. Request Gift in Kind or donations for all scopes. Assemble complete budget for home based on bids and historical data. Execute subcontracts for the best value subcontractors for the project. Donations will have a separate line item so true cost of home (without donations) can be logged for future reference.
- f. Obtain bids for professional services, enter into contracts and supervise performance of project partners such as general contractors, architects, surveyors, geotech, soils engineers, etc.
- g. Oversee site development approvals
- h. Obtain environmental and other regulatory approvals
- i. Oversee the construction management process including preparation of requisitions and draw requests, collaborating with Finance department and accounting regarding cost certifications, and leading project closeout.
- j. Produce reports required by management, funders and investors.
- k. Coach Construction Manager and Site Leads to help build their scoping, budgeting, financing and project management skills
- l. Coordinate with municipal agency on permitting and acquire permits for construction.
- m. Identify all long lead materials and establish a purchasing log to track material acquisition through out the project.
- n. Complete and maintain all required trainings by Habitat for Humanity, OSHA, per affiliate policies and AOM.



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Construction

- a. Coordinate with on-site construction manager and volunteer crew on construction. Hold weekly on-site meetings with crew and communicate short term scheduling with a weekly updated 3 week look ahead schedule. Include names of core volunteers to be onsite for each day of work on the 3-week schedule.
- b. Coordinate with the Program and Volunteer Manager on volunteer teams and homeowners. The Program and Volunteer Manager is the point of contact with volunteers and homeowners.
- c. Assign competent persons' core volunteers to be onsite with less experienced volunteers.
- d. Update budget for review of Executive Director and Accounting team bi-monthly. If budget over runs occur in some scopes of work refine future scopes towards cost savings to maintain the overall budget. It is critical that overall home cost stay consistent with the homeowner agreement.
- e. Update overall building schedule bi-weekly. Report any schedule overruns with recovery plan to executive and finance team.
- f. Schedule equipment and material deliveries to the site per 3 week schedule. All purchases up to \$ 5,000 to be approved by project manager. Any purchase in excess of \$5,000 or more to be pre-approved by Executive Director.
- g. Schedule all inspections and log in inspection reports. Coordinate with on-site Manager and volunteers to work with inspectors while on site.
- h. Review weekly site safety walk with a report to be filed to the committee monthly. Communicate with on-site Manager and volunteers on corrections needed. Follow up and report on the corrections. Coordinate any special safety training needed on site.
- i. Develop a close out punch list at closing stages of construction to track incomplete work.
- j. Ensure the implementation of and adherence to all NWV Habitat policies, procedures and protocols; and actively work to implement NWV Habitat's social and racial equity goals.
- k. Post-Construction
- l. Update accurately for recording schedule and budget and submit to executive team.
- m. Coordinate with executive team on homeowner manual. Include Warranties, Colors, Finish Product list, Contact Information.
- n. Meet with Construction Manager and core volunteers on "lessons learned" to improve program based on the build.
- o. Walk through home with owners and answer any questions while welcoming them to their new home.
- p. Schedule 6 month and 1 year warranty inspection with Homeowner.

Essential Knowledge, Skills, and Abilities

- a. Bachelor's degree in Business Finance, Community Development, Real Estate Development, Construction Management, or related field or equivalent related work experience.



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- b. At least five years of professional experience in real estate development, underwriting, affordable housing development, construction management, or related field.
- c. Experience in public presentations, supervising of staff, or similar roles in leadership and education.
- d. Ability to lead a project team to the successful completion of a real estate development project and to manage multiple projects at the same time.
- e. Skill in structuring viable financing packages and presenting them in standardized real estate development and operating proformas. Including skills in financial scenario development, review and presentation.
- f. Direct experience negotiating financing terms with bond counsel, tax credit investors, government agencies, construction lenders, and permanent lenders.
- g. Understanding of construction contract delivery systems and contract types.
- h. Understanding of building systems and construction management practices. Ability to evaluate construction risk and develop risk management plans for projects.
- i. Ability to manage complex and time-critical processes, funding requirements, and partner relationships, to complete projects on time and on budget.
- j. Ability to work in a collaborative, dynamic, and changing team environment.
- k. Demonstrated ability to work with, and connect with, a diverse stakeholder community.
- l. Excellent oral skills and a comfort in public speaking environments.
- m. Excellent written communication skills with an emphasis on technical writing.
- n. Excellent computer skills including advanced proficiency in Excel and online research.
- o. Ability to travel to remote jobsites and spend long hours on your feet.
- p. Valid driver's license, good driving record and own reliable transportation with current insurance. Frequent travel within the affiliates service area can be expected.
- q. Demonstrated deep commitment to social and community service.

Preferred Knowledge, Skills and Abilities

Community Development and/or Commercial Real Estate Development experience
Bilingual skills and proficiency.

Interested applicants please forward a resume to:

North Willamette Valley Habitat for Humanity
c/o Kari Johnsen, Executive Director
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