



We build strength, stability, self-reliance, *and* shelter.

Position Description

Position Title: Project Manager - Construction

Employment Type: Full-time, Schedule varies by project

Compensation: The salary for this position ranges between \$65,000 and \$70,000. Salary commensurate with experience and qualifications.

Reports to: Director of Construction - NOVA

Position Overview

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks a diligent individual to join our Construction team as a Project Manager. This job requires a positive attitude, a willingness to teach and train, effective organization and time-management skills, and an affinity for working with diverse groups of people.

The Project Manager is responsible for managing subcontractors and volunteers on construction sites, monitoring and ensuring a safe work environment, and stocking materials at job sites. He/she will also be responsible for communicating instructions to subcontractors and delivery personnel as well as working with staff members on affiliate-related matters.

Compensation and Benefits

Habitat DC-NOVA strives to foster a collaborative, support, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership opportunities for everyone.

The salary range of this position is \$65,000 to \$70,000. This position will work a schedule of five days per week. Scheduled days may vary by project. Compensation commensurate with experience and qualifications. We offer a competitive salary and benefits package including healthcare benefits, vision benefits, dental benefits, life and disability insurance, retirement savings plan with an employer contribution, generous paid time off, and more.

About Habitat DC-NOVA

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) believes that everyone deserves a safe, decent, and affordable place to call home. We help families with low and moderate incomes build strength, stability, and self-reliance by creating and preserving affordable homeownership. While we are best known for building and selling affordable homes, we do so much more: we repair existing homes, mobilize and advocate in support of pro-housing policies and solutions, provide homeowner financial education, and engage thousands of volunteers across the region. Our work brings together local families, community partners, volunteers, faith-based organizations, companies, and individuals to serve families in need of shelter. Habitat DC-NOVA launched in 2022 when DC Habitat and Habitat NOVA combined to become a single, regional organization. You can learn more about our work at habitatdcnova.org.

Essential Duties

- Provide critical logistical support for active build sites at the direction of the Director of Construction
- Coordinate with Director of Construction and other Construction Supervisors to ensure effective site management.
- Assess and deploy site logistics in coordination with Construction Staff and schedules
- In coordination with Director of Construction, continuously seek out best methods for cost reduction/controls, including value engineering, material control, and elimination of extras/change orders from subcontractors
- Enforce site safety policies; identify and eliminate safety hazards
- Identify emergency situations and contact appropriate authorities
- Assist Director of Construction with warehouse duties.
- Assist Director of Construction with bids and budgets.
- In coordination with Construction Staff, evaluate and update project management systems and process documentation to promote efficient workflow and effective communication across teams.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties and responsibilities held by this position. Responsibilities may change over time. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Qualifications

- At least 5 years' experience in residential construction.

- Knowledge of blueprints, architectural and construction documents, residential building codes and requirements, OSHA standards, etc.
- Certifications or experience in green building standards preferred (Earthcraft Virginia, EPA/Energy Star, LEED, PASSIVE HOUSE, etc)
- Ability to communicate effectively to and build positive, professional relationships with all parties involved in builds (volunteers, homebuyers, donors, trades, inspectors, AmeriCorps members, Construction Supervisors, construction management team, ...)
- Demonstrates strong organizational, problem-solving, and time management skills
- Volunteer engagement or teaching experience strongly preferred.
- General Contractor license preferred but not required.
- Demonstrated proficiency in the Microsoft Suite of applications, especially Excel.
- Ability to use office equipment such as computers, scanners, copy machines, etc.
- Proficiency with project management tools.
- Ability to lift 40 pounds.
- Must have vehicle for multi-site presence.

To Apply

To apply for this position, please submit a resume and cover letter with your desired salary to Kelly Renaud at krenaud@habitatnova.org. Include "Project Manager - Construction" in the subject line. You may also apply online via our postings.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

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