



JOB DESCRIPTION

Title: Construction Project Manager, ADU Program	Employment Status: Full-Time
Department: Construction	FLSA Status: Exempt
Reports to: Construction Manager, New Construction	Supervises: Staff, volunteers, and AmeriCorps members

GENERAL DESCRIPTION:

The Accessory Dwelling Unit (ADU) Program at Habitat Metro Denver operates in partnership with the West Denver Renaissance Collaborative (WDRC). WDRC created the program, advocates for resources and inclusion in the Denver community, performs outreach and qualifies homeowners, and walks them through the process of financing their project. Habitat acts as the designer and builder for the program.

Habitat’s Construction Project Manager (PM) oversees the day-to-day construction activities for the ADU program and provides high-quality customer service to the WDRC and to the homeowners. This includes, and is not limited to site assessments, budgeting, scopes of work, schedules (staff, sub-contractors, and volunteers) and material orders. The PM supervises multiple ADU projects concurrently (up to 5 at a time), each in varying stages of construction. As the program grows, the PM will supervise a construction team of 2-5 people through meetings, trainings, and on-site supervision. The PM is also responsible for project refinement to create effective and efficient work.

This position supports Habitat’s mission by working in partnership with the WDRC to provide household stability through safe and affordable rental housing solutions for over 10 homes annually.

The following reflects the organization’s definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Leadership:

- Proactively represents Habitat’s commitment to furthering the cause of affordable ADU construction in Denver.
- Acts as a leader for the mission of Habitat by demonstrating the core values of integrity, respect, teamwork, and continuous improvement.
- Supervises and trains staff, volunteers, and subs in safety and best practices.
- Creates an inclusive and safe environment for all staff.
- Works to improve timeliness, quality, and safety.

Construction:

- Oversees all ADU projects to ensure completion on schedule and on budget.
- Effectively communicates with vendors and Habitat’s internal supply chain to coordinate the delivery of tools and supplies to the worksite.
- Evaluates multiple delivery methods for providing ADUs to clients, including site-built, panelized, and modular.
- Reviews projects to track and evaluate cost and schedule performance; identifies variances.

- Coordinates subcontractors and building inspections.
- Continually evaluates projects to improve performance and product.

KNOWLEDGE, SKILLS & ABILITIES:

- Prior project management experience or training.
- Knowledge of residential construction: infrastructure and vertical.
- Fluency in Spanish is highly desirable; conversational Spanish is a plus.
- Ability to read residential plans.
- Proven ability to work in a fast-paced, constantly evolving environment.
- Ability to solve problems efficiently to maintain forward progress.
- Proven proficiency in peer management and dissemination of pertinent information.
- Ability to flex communication style when necessary to communicate clearly and professionally with diverse audiences of homeowners, volunteers, contractors, suppliers, and coworkers.
- Collaborative work style.
- Proficiency in a variety of Office Suite applications (Excel, Word, Outlook, Teams) is essential.

EDUCATION & EXPERIENCE:

- Some formal schooling preferred but not required.
- Minimum five years of direct on-site residential construction experience is required.
- Organized construction training and education to complement experience is preferred.
- Experience teaching in any capacity is preferred.
- Habitat for Humanity or other similar experience is strongly preferred.
- OSHA 30 Certification is preferred.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to adequately traverse a residential construction job site (i.e., climbing, lifting, carrying a minimum of 50 lbs., and other similar activities as required).
- Ability to safely use residential construction power tools.
- Ability to safely operate a construction vehicle (pickup truck or similar).
- A current Motor Vehicle Report is required.
- Proof of COVID-19 vaccination is required for employment.

WORK ENVIRONMENT & CONDITIONS:

- Ability to work in exterior environment during a variety of weather conditions.

The offering range for this position is \$57,826 - \$67,979. Compensation will be commensurate based on experience.

Benefits available include medical, dental and vision insurance options; 401k savings match; Paid Time Off for vacation, sick, holidays, floating holidays; Healthy Families Workplace Act (HFWA) Leave; Parental Leave; and paid time to volunteer.

Please send resume and cover letter to HRRecruiting@habitatmetrodenver.org for consideration.



Habitat for Humanity of Metro Denver is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.