



**JOB DESCRIPTION**  
[www.habitatmetrodenver.org](http://www.habitatmetrodenver.org)

<b>Title:</b> Project Manager – Home Preservation	<b>Employment Status:</b> Full Time: Tuesday – Saturday or Monday – Friday / 8:00am-4:30pm
<b>Department:</b> Home Preservation	<b>FLSA Status:</b> Exempt
<b>Reports to:</b> Construction Manager – Home Preservation	<b>Supervises:</b> Staff, Americorp, Volunteers, Sub contractors

Updated February 2023

**Who You Are:**

You’re someone who individuals can depend on, but you can also rally a team when needed. You know your trade and enjoy facing unique challenges every day. You love working with people from all walks of life and guiding them to meet their full potential. You’re looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. People often comment how you’re organized, confident, compassionate, and full of great ideas. You know in your heart it’s time to find an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

**Who We Are:**

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to bring people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all. To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. Our organization also works with existing low-income homeowners in more than 2,500 households. Habitat Metro Denver is also an advocate for policies that create and preserve affordable housing. We work in neighborhoods across five counties in Metro Denver to not only build, renovate and sell new homes, but also to do critical home repairs to help families stay in their homes longer. Throughout our 43-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network nationwide.

**How We Succeed Together:**

Habitat Metro Denver’s **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.



**Solid Foundations** - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

**Innovative Design** - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

**Open Doors** - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

**Clear Windows** - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

**Supportive Structures** - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

#### **GENERAL DESCRIPTION:**

Habitat's Construction Project Manager-Home Preservation (PM) oversees the day-to-day construction activities within our various Home Preservation programs that includes Renovation, Home Repair and CAPABLE (aging in place). This includes, and is not limited to site assessments, budgeting, permitting, scopes of work, schedules (staff, subcontractors, and volunteers) and material orders. The PM supervises multiple projects concurrently (up to 10 at a time), each in varying stages of construction. The PM will have access to construction team members to assist in the completion of any in-house work. The PM is also responsible for project refinement to create effective and efficient work. This position includes the management of team members including evaluation, reviews, coaching, and team-building.

This position supports Habitat's mission by repairing or modifying homes to meet ambitious production levels. The PM will work closely with other departments within Habitat Metro Denver including Real Estate Development, Accounting, Homeowner Services, Volunteer team and others. The PM will also be responsible for providing a high standard of customer service with our homeowner partners.

*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.*

#### **CORE RESPONSIBILITIES:**

##### *Leadership*

- Proactively represents Habitat's commitment to furthering the cause of affordable housing.
- Acts as a leader for the mission of Habitat by demonstrating the core values of integrity, respect, teamwork, and continuous improvement.
- Work with outside partners to ensure effective and collaborative program.
- 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 projects to ensure completion on schedule and on budget.
- Demonstrate and train on expected construction standards and requirements.
- Effectively communicates with vendors and Habitat's internal supply chain to coordinate the delivery of tools and supplies to the worksite.
- Reviews projects to track and evaluate cost and schedule performance; identifies variances and

- close projects accurately.
- Coordinates permitting, subcontractors and building inspections.

#### **KNOWLEDGE, SKILLS, & ABILITIES:**

- A strong belief in Habitat's mission and a desire to engage others in the organization's work.
- Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds is highly preferred.
- Ability to build strong relationships with team members, volunteers, and affordable housing partners.
- Prior project management experience or training.
- Knowledge of residential construction
- Extensive hands-on experience with a wide range of construction tools
- Ability to read residential plans and create/modify jobsite drawings.
- 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.
- Excellent electronic file management and documentation skills.
- Spanish speaking preferred but not required.

#### **EXPERIENCE**

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

#### **WORK ENVIRONMENT AND CONDITIONS, 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).
- Valid driver's license and ability to be insured under the company's insurance policy is a prerequisite. A Motor Vehicle Report (MVR) will be run for insurance purposes.
- Ability to work in exterior environment during a variety of weather conditions.
- **Proof of COVID-19 vaccination is required for employment.** *Habitat for Humanity of Metro Denver requires employees to be fully vaccinated against COVID-19, where allowable under the law, unless they are approved for a reasonable accommodation based on disability, medical condition, or religious belief that prevents them from being vaccinated.*

## COMPENSATION AND BENEFITS:

**The Starting Salary Range** is \$63,200-\$75,200 with consideration given for applicable education or experience above the minimum requirements.

**Benefits** available include medical, dental and vision insurance options; 401k savings match; paid Life Insurance and AD&D policy; Short and Long-Term Disability Insurance; 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 or work history and cover letter or statement explaining your interest in the position to [HRRecruiting@habitatmetrodenver.org](mailto:HRRecruiting@habitatmetrodenver.org) for consideration.



*At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.*