

## Job Description – Construction Director

### Overview

The Construction Director is a pivotal role responsible for overseeing all phases of residential construction within the organization. This includes strategic planning, site management, and material service management to ensure the successful completion of projects within budget and on-time. The director will coordinate closely with various town departments, manage a diverse team of volunteers, and ensure adherence to safety and building codes.

### Duties and Responsibilities

#### Planning and Execution

- Develop and execute construction plans and schedules to build high quality, affordable homes.
- Order and manage materials and resources.
- Maintain vendor, supplier, and contractor lists.
- Liaise with Town inspectors and departments.
- Lead the Construction Committee in strategic planning.
- Ensure all projects completed within budget and on-time.

#### Site Management

- Manage volunteers and subcontractors.
- Oversee construction permits, inspections, and certificates of occupancy.
- Ensure site safety and compliance with building codes and HFHI standards.
- Conduct homeowner walkthroughs and maintenance training.
- Evaluate homeowner requests and determine warranty applicability.

#### Materials and Service Management

- Procure materials and services while maximizing cost savings in alignment with policies and procedures.
- Manage construction budget and ensure quality of purchases.
- Maintain inventory of tools, supplies, and equipment; report any missing, vandalized, or stolen equipment to Executive Director.

#### Materials and Service Management

- Attend staff meetings, organizational training, etc.
- Perform other related duties as assigned.

### Skills and Qualifications

- Current General Contractor's license and First Aid & CPR certification.
- Extensive knowledge of building trades and construction techniques.
- Working knowledge of land development processes and related infrastructure



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requirements.

- Proven experience in project and vendor management.
- Strong communication, organizational, and time-management skills.
- Ability to lift and move heavy items.
- Willingness to obtain and maintain “Competent Person Certification” via Habitat for Humanity International.
- Commitment to the organization’s mission and values.

### Reporting Structure

- Reports to Executive Director

### Schedule

- Tuesday through Saturday

### Salary Range

- \$70,000 - \$80,000

### How to Apply

Interested candidates should send a cover letter and resume to Tiffany Brodie, Executive Director, at [tiffany@berthoudhabitat.org](mailto:tiffany@berthoudhabitat.org).