

Job Description – Construction Director

Overview

The Construction Director provides strategic leadership and operational oversight for all residential construction activities. This role ensures the successful delivery of high-quality, affordable homes that align with the organization’s mission, finances, and community commitments. The Director oversees planning, budgeting, procurement, compliance, onsite construction volunteer engagement, and field execution. While maintaining regular presence on job sites, the Director’s primary responsibility is to ensure systems, standards, and performance metrics are met across all projects.

The Construction Director reports to the Executive Director and works closely with staff, volunteers, subcontractors, and municipal

Duties and Responsibilities

Strategic Planning & Preconstruction

- Develop annual and multi-year construction plans aligned with housing production goals and objectives.
- Create detailed build schedules from land acquisition through certificate of occupancy.
- Support the Construction Committee in long-term strategic planning, including sequencing and build cadence.
- Coordinate with town departments, inspectors, and utility providers during planning and permitting.
- Establish standardized construction processes and documentation systems to ensure repeatable, scalable operations.
- Provide monthly construction updates to the Executive Director and Board of Directors as requested.

Budget & Procurement

- Develop and manage the annual construction budget.
- Monitor per-home cost performance against approved pro formas and funding requirements.
- Track construction expenses and maintain budget discipline across all projects.
- Approve subcontractor agreements, vendor contracts, and change orders.
- Procure materials and services in alignment with policies while maximizing cost saving, leverage gift in-kind opportunities.
- Maintain vendor and supplier relationships to ensure competitive pricing and reliability.
- Provide monthly financial reporting related to construction operations.

Field Operations

- Provide leadership and oversight of all residential construction projects from start to finish.
- Ensure projects are completed on schedule, within budget, and to quality standards,

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- Oversee permits, inspections, and certificates of occupancy.
- Supervise site leads, subcontractors, and skilled/unskilled volunteers.
- Maintain site quality standards in accordance with building codes and Habitat for Humanity (HFHI) standards.
- Conduct homeowner walkthroughs and provide maintenance education.
- Evaluate homeowner warranty requests and determine applicability.
- Maintain visibility on job sites while delegating day-to-day task management appropriately.
- Oversee homeowner warranty program.

Volunteer & Community Engagement

- Work closely with Community Engagement Director to coordinate construction volunteers.
- Develop volunteer orientation and safety training standards for construction program.
- Align volunteer skill levels with appropriate construction tasks.
- Foster a safe, positive, mission-aligned jobsite culture in alignment with organization's core values.
- Support donor engagement efforts that involve construction participation.
- Serve as a visible ambassador of the organization's mission on construction sites.

Compliance & Risk Management

- Ensure compliance with all local building codes and HFHI standards,
- Maintain OSHA-compliant safety practices and jobsite protocols.
- Proactively identify construction, financial, scheduling, and safety risks.
- Develop contingency plans for weather delays, supply chain disruptions, and/or subcontractor issues.
- Maintain proper documentation of permits, inspections, warranties, and insurance.
- Protect the organization through strong risk management and liability oversight.
- Maintain inventory of tools, supplies, and equipment.

Skills and Qualifications

- Current General Contractor's license required.
- First Aid & CPR certification preferred.
- Willingness to obtain and maintain Competent Person Certification through HFHI.
- 5+ years of residential construction leadership experience preferred.
- Working knowledge of land development processes and related infrastructure requirements.
- Thorough understanding of and project management experience in the residential home construction process.
- Demonstrated experience managing construction budgets and vendor relationships.
- Strong communication, organizational, and time-management skills.



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- Ability to lead volunteers and subcontractors in a mission-driven environment.
- Working knowledge of land development processes and infrastructure requirements.
- Knowledge of applicable residential building codes.
- Strong communication skills, both written and verbal.
- Ability to work effectively in both office and construction site environments.
- Ability to traverse a residential construction job site; climbing, jumping, lifting, carrying (minimum 50 lbs.) or other similar activities as required.
- Commitment to 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 Human Resources, at hr@berthoudhabitat.org.