

Construction Site Manager

Date: December 2020

Reports to: Director of Construction

Status: Full time/salary

Range: \$50-\$65k annually

Position Overview:

The Construction Site Manager will be responsible for overseeing construction activities on new homes and rehabs. The focus of this field-based position is leading and directing volunteers, subcontractors, and others on the jobsite ensuring homes are built to the highest level of quality, while also providing a safe and meaningful experience for volunteers. This role requires flexibility and strong leadership qualities. The best candidates will have construction experience, be effective communicators, and have the ability to lead diverse groups of individuals.

Main Responsibilities:

- Supervise construction activities on site
- Supervise and direct groups of volunteers in framing, siding, interior finishes, and landscaping
- Oversee the safety of all volunteer labor while on the jobsite
- Coordinate delivery/receiving of materials on the jobsite
- Administer quality control and construction practices to ensure homes are built with excellence, efficiency, and cost-effectiveness
- Coordinate daily site preparation and construction activities with construction team
- Daily utilization of construction management software
- Other related duties as assigned to meet the ongoing needs of the organization

Competencies:

- Mechanically inclined, able to intuitively see how things work, good with tools and machinery, and adept at building/fixing things
- Knowledge of new home construction and rehab is preferred
- Must be able to teach and lead groups of unskilled volunteers on use of tools, equipment, and construction processes to accomplish the tasks at hand
- Must also be a strong leader who is able to communicate objectives, juggle multiple priorities, and thoughtfully inspire others to accomplish the overall mission through the tasks at hand
- Ability to work with subcontractors as well as government officials and inspectors
- Able to operate light duty equipment, especially pulling and backing up trailers
- Capable of exercising autonomy and making timely decisions in the field
- Able to maintain professionalism at all times
- General knowledge of Microsoft Word, Excel, and Outlook

Education and Experience:

- High school diploma required
- Minimum of 3 years experience in Construction or related field





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Physical Requirements:

- Manual dexterity and visual acuity for tablet and computer use
- Able to utilize the telephone to communicate with others, inside and out of an office environment
- May need to stand for extended periods of time
- Able to move about rough terrain at site locations
- Able to climb ladders and scaffolding
- Able to lift 75 pounds

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