

# **Houston Habitat for Humanity**

## **Job Description**

Job Title: Construction Director  
Reports to: Executive Director  
Type: Exempt

### **MISSION**

**Houston Habitat for Humanity's** mission is to eliminate substandard housing in the city of Houston by helping low to moderate income families or individuals to earn a simple, decent home in which to live and raise their children.

The Construction Director supports the organization's mission, vision, and values by exhibiting the following behaviors: excellence, cooperation with others, respect, leadership qualities, team player, accountability and ownership.

The Construction Director is able to formally represent Houston Habitat for Humanity at public, business, organizational functions and community events.

### **POSITION SUMMARY**

This position requires organizing, planning and prioritizing work as well as cooperating with other departments. Ensures safety standards are met according to OSHA requirements. Leads staff, InnerChange and volunteers. Necessary qualifications include:

- Responsibility for outcome & quality of construction work including safety.
- Ability to work independently and in a team.
- Strong leadership qualities and experience.
- Strong commitment to the community
- Ability to effectively represent Houston Habitat for Humanity to the public.

### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

- Gathers necessary information from other departments before construction begins.
- Schedules the construction project in logical steps.
- Takes responsibility for construction outcome
- Ensures that OSHA safety standards are met.
- Trains and advises staff on safety prevention methods.
- Determines employee & volunteer needs for construction.
- Reads, interprets and train staff on current construction plans, specs and designs, including blueprints.
- Ensures that all changes to house plans and specs are kept up to date
- Ensures all permits are obtained in a timely manner
- Ensures that necessary city requirements are met.
- Actively recruit and train house leaders
- Assists the Controller with the planning and preparation of the annual construction department budget.
- Adheres to construction department budget.
- Manages the Neighborhood Revitalization Projects
- Manages projects and builds homes for other local CDC's as a part of Houston Habitat's Strategic Plan
- All other duties as assigned

## **EMPLOYEE RELATIONS & LEADERSHIP**

- Must ensure good employee relations.
- Provides support, guidance and encouragement to construction team.
- Facilitates a positive team-oriented environment in which team members are given the opportunity to achieve their full potential.
- Ensures that staff meetings are held at least once a week.
- Ensures that violations of the Employee Handbook are addressed.
- Consults with the Executive Director and Human Resources on team member issues such as disciplinary action, termination, and problem resolution.
- Oversees the training of AmeriCorps members
- Responsible for the construction team member's performance reviews and ensures they are done in a timely manner and according to policy.

## **REPORTING AND COMMUNICATIONS**

- Regularly keeps the Executive Director informed in regards to progression of certain projects and consults with them when difficult problems are encountered.
- Maintains ongoing communications with other departments on construction progression.

## **EDUCATION, EXPERIENCE & SKILLS REQUIRED**

- Bachelor's Degree.
- Four years experience in related field.
- Excellent communication skills, both written and verbal.
- Strong leadership qualities.
- Tactful, diplomatic and self-motivating.
- Ability to provide direction in a positive and affirming manner.
- Ability to supervise and direct team members.
- Good time management and organizational skills.
- Able to adapt quickly to changing environments.

## **PHYSICAL REQUIREMENTS**

- Must be able to lift up to 50 lbs, stand, squat, bend, climb, crouch, crawl, and use of tools. Ability to reach with hands and arms.
- Frequently exposed to outside weather conditions (hot, humid, rain, and cold). Moderate noise level.

**To apply for this position, please email your resume to:**

**[bbaidon@houstonhabitat.org](mailto:bbaidon@houstonhabitat.org)**

**Please include the title "Construction Director" in the subject line.**

No phone calls please.

*Houston Habitat for Humanity is an Equal Employment Opportunity Employer*