

JOB TITLE: Construction Field Manager

DEPARTMENT: Construction

REPORTS TO: Director of Construction

STATUS: Full-Time, Exempt

POSITION SUMMARY

The Construction Field Manager is responsible for leadership and management in all aspects of new home construction, at one or more HFHT construction sites. This role ensures quality construction in a safe, timely, and cost-effective manner while managing staff, volunteers, and subcontractors. The Construction Field Manager serves as a key contributor to Habitat for Humanity Tucson's mission to build safe, affordable housing for low-income families.

KEY RESPONSIBILITIES

Construction Management

- Oversee day-to-day activities for all field construction, and rehabilitation. Oversee quality control for all aspects of construction, ensure construction is accomplished in accordance with approved permits and plans
- Deliver projects on time, within budget and in line with HFHT's high level of quality while promoting and preserving safety
- Manage procurement of construction materials, tools, and equipment. Plan adequately to demonstrate readiness for productive build days and memorable volunteer experiences
- Evaluate and implement good safety practices and constantly stress the same with staff and volunteers
- Ensure accountability of materials and tools provided to the job site
- Conduct daily safety discussion at circle up
- Actively promote the elements that contribute to successful volunteers and help to ensure that volunteers have a consistently positive experience thus motivating them to return
- Develop scope of work for bids, schedule and coordinate with subcontractors as needed
- Schedule and coordinate inspections
- Oversee site preparation from completed pad through vertical construction
- Supervise construction sites, ensuring safety, cleanliness, and compliance with regulations (including SWPPP)
- Maintain and update all construction documents and schedules

- Lead all field staff, AmeriCorps and other service members as well as volunteers to ensure adequate site coverage, including opening and closing schedules
- Apprise the volunteer staff of upcoming builds and the skills needed, plan out volunteer days to ensure a successful day with meaningful tasks for the volunteers
- Assign and monitor warranty-related tasks to construction staff
- Provide hands-on leadership for volunteers with varying skill levels
- Verify homeowner sweat equity hours
- Educate homeowners on routine home maintenance
- Conduct punch lists and coordinate closing activities
- Schedule and manage warranty work post-closing
- Maintain quality control on all projects, including work performed by contractors and volunteers
- Implement and enforce jobsite safety protocols, including emergency procedures.
- Ensure proper use and maintenance of tools and equipment
- Provide safety training and supervision, especially for youth and unskilled volunteers, in accordance with OSHA, HFHT, and HFHI guidelines
- Work with the Director of Construction to monitor and adjust project budgets, develop and deliver on project schedules with adequate resource planning coordination for procurement of material, subcontractors and tools
- Lead accurate construction schedules and track/report progress
- Uphold and promote the mission and values of Habitat for Humanity Tucson. Help prepare and manage on-site events, i.e., groundbreaking, dedications, and blitz-builds designed for substantial volunteer involvement and engagement
- Perform additional duties as assigned by the Director of Construction

QUALIFICATIONS

Education & Experience

- Minimum 5 years of experience in residential construction management
- Proven ability to lead and develop staff, contractors, and large groups of volunteers

Skills & Competencies

- Strong leadership and organizational skills.
- Ability to read and interpret construction documents and plans
- Familiarity with Uniform Building Code
- Experience and ability in managing multiple projects
- Ability to devise and teach - with patience - simple construction methods

- Have a temperament that is suitable for the environment of a volunteer-driven, non-profit organization and the ability to create a work environment that is positive, productive and inclusive
- A positive “can do” attitude, enthusiasm and strong customer service orientation
- Demonstrate capacity to show attention to detailed policies and procedures in the office and field environments
- Ability to show personal accountability and professionalism
- Ability to apply a wide degree of creativity, latitude, and resourcefulness
- Capable of respecting confidential information of staff, volunteers, homeowners, and donors
- Exhibit high ethical standards, good judgment, integrity, diplomacy, and tact
- Ability to be self-motivated and work independently as well as collaboratively building effective working relationships with co-workers, volunteers, homeowners, donors and partners
- Capable of managing multiple tasks, staying organized, prioritizing, meeting deadlines and following through
- Ability to work a flexible schedule to accommodate ever-changing needs
- Ability to teach and coach volunteers on the worksite with capacity to step back and let volunteers do the work
- Excellent calendaring, record keeping, and attention to detail. High integrity and sound judgment
- Proficient in Microsoft Office and construction management software
- Ability to lift 70 lbs and operate construction tools and vehicles safely
- Tech-savvy and adaptable to new tools and systems

Licenses & Requirements

- Valid Arizona Driver’s License with a clean driving record
- Must pass a background check and drug test
- Must be committed to Habitat for Humanity Tucson’s mission

WORKING CONDITIONS

- Full-time (40 hours/week); scheduled generally Tuesday through Saturday.
- Occasional evening and weekend work required for events and deadlines.
- Work involves physical labor on construction sites and exposure to outdoor elements.