



Job Title:	Construction Manager	Department:	Construction
Location:	Community Homeworks 810 Bryant St., Kalamazoo, Michigan	Travel Required:	Local Vehicle provided
Starting Salary Range:	\$68,000 annual	Position Type:	Full-time (40 hr./wk.)
Benefits:	Health Insurance, tools and work vehicle and cell phone, 4 weeks PTO, 10 paid additional holidays, paid trainings and conferences, health and wellness package		

To apply: E-mail khumes@communityhomeworks.org **Subject Line:** Construction Manager Resume

Attention: Kaylen Humes, Deputy Director

**Please include your resume and a list of references.

Organizational Summary:

Community Homeworks is a 501(c)(3) nonprofit organization whose mission is to empower our neighbors to maintain safe, stable, and sustainable homes for generations in Kalamazoo County. This is achieved through critical home repairs, homeowner education, and tool lending to foster self-sufficient and successful homeowners. The organization focuses on existing or imminent critical repair needs that pose an existing or imminent health or safety risk to the occupants of a home.

Position Description:

We are seeking a motivated, mission-driven, and energetic Construction Manager to join our team.

The Construction Manager is responsible for the oversight and administration of the Community Homeworks construction program, coordination of critical repair projects and contractors, and supervision of the in-house construction staff. This person must be experienced in managing people, time schedules, permits, and budgets.

The Construction Manager is a full-time, salaried position. The position is housed in the Community Homeworks' office, located at 810 Bryant Street, Kalamazoo, Michigan.

The role does not require evenings or weekends. Each staff member is asked to assist with occasional booth outreach events, which may occur on evenings and weekends. We offer a competitive salary based on experience, health insurance plan, a generous paid time off schedule and health and wellness package.

Responsibilities:

Administration of Construction Program

- Provide positive and proactive leadership and supervision of the in-house construction staff team, including availability to the crew in the field on an as needed basis.
- Develop systems and routines to continually improve and streamline construction processes.
- Work with the project team to determine appropriate scope of projects.
- Work to attract, hire, and retain quality staff.
- Develop and monitor training plans, professional development, performance reviews and goals for construction staff and encourage best practices for construction tasks.



- Develop weekly, monthly, quarterly, annual construction schedules, including labor/ materials requirements.
- Recruit and develop positive working relationships with clients, contractors, building and code enforcement officials and suppliers.
- Guide the bidding process for sub-contracted work.
- Ensure compliance with CHW policies and approve all construction related purchases, invoices, and statements.
- Develop and maintain policies and procedures in adherence to MIOSHA safety regulations to ensure safety of volunteers, staff, and subs on all worksites. The role serves as the organization's chief safety officer.
- In collaboration with office staff, ensure that accurate and up-to-date records are kept for each client regarding inspections, estimates, bidding and awards, pre/post photo documentation, authorized payments, progress reports, and final close-outs.
- Oversee scheduled and unscheduled maintenance on the Community Homeworks building, vehicles, and other assets.

Coordinate Construction Activity

- Coordinate construction activities: project site visits, development of project plans and obtaining permits, site preparation and securing materials, construction, and ensuring appropriate project completion.
- Recruit, vet, and orient subcontractors; coordinate subcontractor scheduling, and evaluate project completion/ level of workmanship of completed projects.
- Coordinate scheduling of subcontractors and building inspections.
- Visit sites frequently to monitor progress of projects to ensure compliance with construction procedures and standards, local, state, and federal codes/laws.
- Track completion of punch lists.
- Coordinate prompt responses to homeowner call backs and ensure satisfaction with the work ordered.

Qualifications:

1. Current license with the State of Michigan as a Residential Builder. Will serve as the "Qualified Officer" for CHW Residential Builder's License.
2. Current Michigan Driver's License and clean driving record; ability to safely operate organizational vehicles.
3. Knowledge, skill, and experience in homebuilding, repair and or reconfiguring projects, including working with subcontractors, drawing designs and work plans.
4. Knowledge of local, state, and federal building/housing codes.
5. Knowledge of MIOSHA safety regulations.
6. Excellent interpersonal communication skills, including ability to interact effectively with homeowners, contractors and construction team members.
7. Strong managerial and supervisory skills and experience. A minimum of 3-5 years of construction management or supervisory experience. Leadership and team building skills are highly desired.
8. Strong computer skills in office automation and various software applications using spreadsheets, word processing, and databases, including MS Office Word and Excel. The organization uses project workflow and database software.
9. Knowledge, skill, and experience in working with management and volunteers.
10. Successful skills and heart in working with people of diverse backgrounds.
11. Successful skills and experience in planning and organizing multiple projects.



12. Strong organizational skills and ability to maintain good professional recordkeeping.

13. Strong communication skills with in-house team, co-workers, subcontractors, and homeowners.

14. Must also have a passion and commitment to serving low-income and at-risk families. This position requires an individual who wants to make a difference in the lives of vulnerable households and prevent housing instability for families in our community.

Community Homeworks is an equal opportunity employer.