Habitat for Humanity Philadelphia, Inc.
Construction Project Manager

Reports directly to: Senior Director of Programs

Department: Construction; Exempt

Service week (days/hours): Monday-Friday, 7:30 am – 3:30 pm

Required meetings: Monthly all-staff meeting, weekly departmental meeting; monthly Design and Construction Committee meetings as requested.

Personal vehicle required: No

At Habitat for Humanity Philadelphia (“HFHP”), we are builders who work alongside, not for, others. We are driven by accountability and defined by our stick-to-itiveness. Habitat’s Construction Program drives its homeownership program by developing and constructing both new construction and rehab properties for sale to families in Habitat’s homeownership pipeline.

Position Objective

Reporting to the Senior Director of Programs, the Construction Project Manager (CPM) manages multiple construction projects in all phases of construction of mainly single-family homes, including development of work scopes and budgets, maintenance of subcontractor relationships, project progress reporting, and financial tracking for in-progress projects. The CPM will ensure accurate project documentation invoicing and work with construction financing partners. The CPM will be a results-oriented, highly-organized individual and strong team player who works hand-in-hand with the Senior Director of Programs, Construction Superintendent, Director of Project Planning, and Finance team.

Key Responsibility Area: CONSTRUCTION PROJECT MANAGEMENT

- Manage multiple construction projects, both new construction and rehabs
- At project onset, evaluate specifications and reviews project plans to help determine timeframe, funding limitations, procedures for accomplishing project
- Develop preliminary in-house cost estimates for projects, including staffing requirements, and the allotment of available resources to various phases of the construction project
- Manage project-level work plan for each phase of projects, focusing on subcontractor and vendor management
- Work with Construction Superintendent to establish delivery plan for each phase of the project and, during construction, review project progress and modify schedules or plan as required; post accurate, relevant and timely schedule updates; monitor and report out schedule adjustments that affect budget or home sales
- Meets regularly with Senior Director of Programs and Construction Superintendent to report project-specific data for weekly team meetings and accountability reporting
Experience using software platforms for project and client management
Manage project quality; ensure specification compliance and quality workmanship
Manage required compliance documentation on projects, including OSHA and EPA
Work with Director of Project Planning to ensure proper permitting
Ability to manage work from both office and field settings, as part of a team, to accomplish all assignments in a timely fashion.

Key Responsibility Area: SUBCONTRACTOR/VENDOR MANAGEMENT
- Develop and maintain positive working relationships with vendors and subcontractors, and selects the right trade contractors for the project, with a focus on WBE/MBE/DBE participation
- Work with the Senior Director of Programs on bidding, RFPs, and vendor contracts; maintain contractual agreements including descoping and evaluating change orders
- With the Construction Superintendent, inspect vendor supplied-materials and subcontractor work to ensure workmanship conforms to specifications and adheres to construction schedules and agreements
- Work with vendors and/or site staff to answer questions on processes, procedures, standards, products used, etc.
- Leverage competitive pricing for commonly-used products and materials by assisting in the expansion of bulk ordering and an inventory system and assess new construction means and methods

Key Responsibility Area: PROJECT INVOICING/BUDGET TRACKING
- Develop project budgets with the Senior Director of Programs and Director of Project Planning, ensuring that projects fit within the parameters of available funding and staff resources
- Support the Construction Superintendent to ensure projects are being completed and timely invoiced according to budget
- For current projects, track progress and actual expenditure against budget and cash flow schedule, and promptly report variances/overages to management
- Review and approve project Accounts Payable each billing cycle

Education, Experience, Knowledge & Skills
- Minimum of 7 – 8 years of project management experience and demonstrate an understanding of, and proficiency in, residential new construction project management, experience with single-family construction a plus.
- Ability to read and interpret architectural & structural plans
- Familiarity with Microsoft Office applications and project management tools, including Microsoft Project, ProCore and QuickBooks
- Excellent organizational and planning skills, and a strong sense of accountability to ensure individual and team goals are achieved
- Strong verbal and written communication skills, displaying results-oriented attitude
• EPA RRP certification, OSHA 30 certification- and/or ability to obtain within first three months of employment
• Knowledge of local building code and permitting/inspection processes
• Valid Driver’s License and clean driving record
• Desire to exhibit and promote the Habitat for Humanity philosophy, and an ability to effectively serve people of all backgrounds
• Exhibit the Habitat for Humanity Philadelphia core values, including “working alongside, not for”
• Dress and behave in a professional manner that instills confidence and expertise with a positive attitude

Physical Requirements to Perform Duties
• Must be physically able to visit and inspect work sites, which will require working in unconditioned spaces, climbing ladders, and walking on uneven surfaces
• Must be comfortable lifting 50lbs

Benefits
• This position is eligible for medical, dental, paid vacation, sick time, and holidays. Salary is commensurate with experience.

To Apply
Please send resume, cover letter, and salary requirements through the Indeed application portal by September 23, 2019. Applicants without cover letters will not be considered. No calls please.