

CONSTRUCTION PROCUREMENT MANAGER POSITION DESCRIPTION

Houston County Habitat for Humanity

Status: Contractor
Supervisor Executive Director
Evaluation 90 Days; Annual
Salary \$2800 per House (2 to 3 houses per year)

Position: The Construction Procurement Manager is responsible for managing all phases of house construction for Houston County Habitat for Humanity.

Job Conditions: Work hours and location are flexible with work done at home, in the Habitat office and at the construction site. May need to travel to pick up materials and meet with sub-contractors or inspectors. Travel costs within reason will be reimbursable.

Experience Desired: At least 10 years experience with construction management and construction trades.

Skills Required:

1. Strong organization and planning skills
2. Well grounded in construction fundamentals and local building code requirements
3. Sound knowledge of all aspects of residential construction
4. Solid ability to read and interpret architectural plans
5. Possess or be able/willing to obtain a State of Georgia residential contractor license
6. Comfortable using voicemail and communicating via cell phone and email
7. Proficient with MS Excel and MS Word

Skills Desired

1. Demonstrated leadership skills – especially with volunteers
2. Knowledge of energy saving construction techniques

Responsibilities:

1. Supervise Construction Site Supervisor
2. Coordinate regularly with the Executive Director and Construction Committee Chair
 - a. Weekly email or conference call
3. Attend all Construction Committee meetings – 2nd Monday of each month at 6 pm
 - a. Brief schedule and budget status
4. Pre-Construction planning, budgeting and scheduling
 - a. Meet with rater to identify required energy conservation techniques, if applicable
 - b. Write specifications, request contractor bids, and select contractors
 - c. Prepare material take offs, request material bids, and select vendors
 - d. Prepare construction budget
 - e. Develop a Master Construction Schedule
 - f. Obtain Construction Committee approval of budget and schedule
 - g. Prepare purchase orders and contracts for contractor projects
 - h. Prepare purchase orders for material purchases
 - i. Order Gift in Kind items from HFHI
 - j. Obtain building permits and request power, water and sewer connections
5. Construction Project Management
 - a. Schedule and coordinate all sub-contractor activity
 - i. Before work starts, obtain:
 1. Signed contract or accepted PO

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2. Completed IRS form W-9
3. Copy of contractor license
4. Copy of Worker's Compensation & Liability Insurance certificates or exemption
- ii. Verify project completion and appropriate quality
- b. Manage building materials
 - i. Order materials in a timely manner
 - ii. Ensure appropriate materials are at the construction site
 - iii. Verify proper materials receipt
- c. Track all expenditures
 - i. Maintain purchase order log of all expenditures
 - ii. Coordinate purchase orders, invoices, and statements with bookkeeper
 - iii. Approve all payments
 - iv. Reconcile purchase orders and monthly statements with bookkeeper to ensure costs allocation to proper categories
 - v. Monitor actual costs vs. the budget in each cost category
- d. Coordinate all inspections Slab, Framing/Rough Mechanical, Power-On, RECCCC, and Final Certificate of Occupancy
- e. Manage Master Construction Schedule
 - i. Monitor actual activity and recognize impact on schedule
 - ii. Adjust activity to maintain the schedule
 - iii. Update and distribute the Master Construction Schedule
- f. Manage tool inventory
 - i. Monitor tool condition
 - ii. Submit tool requests to the Construction Committee