

building strength, stability and self-reliance through shelter

[sandiegohabitat.org](http://sandiegohabitat.org)

## JOB OPENING

Candidates interested in applying for this position please review the essential job responsibilities and qualifications outlined below, and email Salary Requirements, Current Resume and Cover Letter to [jobs@sandiegohabitat.org](mailto:jobs@sandiegohabitat.org)

---

**JOB TITLE:** DIRECTOR OF CONSTRUCTION  
**Department:** Construction  
**Status:** Full-time, Exempt  
**Reports to:** Chief Administrative Officer (CAO)

### JOB SUMMARY:

The Director of Construction will be goal-driven and results oriented, and committed to the organizational mission to build quality affordable homes and to improve the health and safety of owner-occupied homes. This individual will have extensive technical and managerial construction experience with strong critical thinking, time management, communication and high-level organizational skills with demonstrated follow-through. The Director is responsible for all aspects of the construction process, from project inception through completion and closing; to ensure a smooth transition throughout each phase to include project planning, budget, schedule and employee management.

### *Essential duties include but are not limited to:*

### CONSTRUCTION LEADERSHIP AND PROJECT MANAGEMENT:

- Oversight of all facets of residential construction projects from implementation to completion and conveyance to homeowners
- Develop and monitor project schedules, budgets and progress, department budgets, and update cash flow schedules
- Develop and maintain a three to five year construction schedule
- Support the Real Estate Development staff in managing all projects through the development process
- Ensure adequate staffing with necessary skill are trained and assigned to maximize production on all projects
- Ensure value engineering and energy efficiency

- Ensure compliance to Habitat and residential building industry best practices and all relevant federal, state and local code and building standards
- Ensure a culture of ongoing technical, industry, best practices and safety training
- Provide leadership to construction staff; motivate, develop, provide accountability and performance review and feedback
- Staff the construction committee meetings; attend finance committee and board meetings
- Manage all dates and processes to ensure the project progresses as anticipated including but not limited to critical dates within development agreements, purchase agreements, permitting and construction
- In partnership with the Real Estate Development staff, lead and manage engineers, architects and other consultants in guiding each project through permits/approvals required to secure certificate of occupancy
- Ensure project take-off product and costs are accurate and timely to secure potential gift in kind materials and services
- Maintain clear and consistent communication with CEO, Manager of Construction Field Operations and management team; information about timing of projects is critical for development, homeowner relations and construction

#### **QUALIFICATIONS:**

- Ability to successfully perform the essential responsibilities of the position
- Current General Contractors License in good standing required
- Minimum 5 years in residential construction planning and development
- Demonstrated project management success, with a sense of urgency to optimize project timelines
- Thorough knowledge of all aspects of construction: technology, equipment, and methods, and industry best practices
- Hands on field experience required, preferably in multiple trades
- Proven success in all phases of new and rehab construction process
- Proven project and department budget development and monitoring expertise; ability to read and understand financial statements
- Background in non-profit organizations highly desired
- Experience and desire to teach and manage hands-on volunteers highly desired
- Commitment to nonprofit service with an interest in advancing the critical call for affordable housing in San Diego County

#### **REQUIRED SKILLS/KNOWLEDGE/ABILITIES:**

- Demonstrates the ability to use negotiation techniques; recognizes the potential impact of negotiation proceedings on the business; gains consensus from involved parties

- Self-starter with the ability to work on multiple complex projects simultaneously and independently, as well as collaboratively with external stakeholders and colleagues, maintaining a positive regard for others
- Solid critical thinking skills, adaptive, solutions-oriented and able to identify and resolve problems
- Demonstrates good judgment, tact and tolerance of differing points of view, cultures and beliefs
- Strong interpersonal, written and verbal skills including the ability to express ideas clearly and effectively
- Solid working knowledge of Microsoft Office Suite – Outlook, Excel, Word, Project or similar project management application, database proficiency, internet research, GIS and relevant construction applications
- Organizational Skills: ability to manage multiple projects, develop new programs, organize work, set priorities for direct reports, manage deadlines and shifting priorities
- Leadership Skills: leads by example, ability to hire, train, develop and motivate a team, and evaluate a range of personnel who perform a variety of trades
- Communication Skills: consistently provides clear, timely direction; takes time to listen and acknowledge good performance
- Open and welcoming of people of any faith or no faith, individuals of diverse populations, and socio-economic backgrounds
- Demonstrates a high level of ethics, integrity, diplomacy and initiative

#### **EDUCATION:**

- Bachelor's Degree

#### **LANGUAGE SKILLS:**

- Ability to read, write, and speak English fluently
- Ability to speak and understand Spanish a plus

#### **PHYSICAL REQUIREMENTS:**

- Ability to continuously stand or walk for eight hours per day
- Ability to bend, reach, climb stairs and lift frequently
- Ability to lift up to 50 pounds occasionally
- Ability to verbally communicate clearly in-person and on the telephone
- Visual acuity sufficient to satisfactorily perform and review construction work to ensure building safety and quality control

#### **WORK ENVIRONMENT:**

- Occasional work outside regular work schedule is expected
- Paid time off, holidays, and employee and family health, dental and vision benefits, company truck

**SPECIAL CONDITIONS:**

- A background screen will be conducted
  - Valid Current California Driver's License with good driving record
  - Ability to drive throughout the San Diego region
- 

**To apply, please send the following materials to [jobs@sandiegohabitat.org](mailto:jobs@sandiegohabitat.org):**

**In Subject Line: "Director of Construction"**

- **Cover Letter**
- **Resume**
- **Salary Requirements**