



Construction & Repair Director
Construction, Repair, Warranty
Reports to President & CEO
FLSA Status: Exempt
Full-Time

2019
Job
Description

POSITION OVERVIEW

The Construction & Repair Director will oversee the comprehensive leadership of the Construction, Homeowner Repair & warranty teams, in a way that utilizes staff and volunteer labor to produce quality homes for first-time homebuyers. This position is a forward-thinking position, focused on team performance, process & continuous improvement in construction and rehabilitation of homes. The role is designed to direct the teams responsible for delivering the day-to-day outcomes within construction and repairs. Another important part of the role is working across teams with peer directors to plan and ensure that each family and donors receive the utmost support through the building process.

ESSENTIAL RESPONSIBILITIES¹

Construction & Rehab

- Direct construction personnel to excel in their role and responsibilities
- Create and manage the annual construction and rehab budgets
- Represent the construction team during the planning of the annual construction schedule in coordination with other key department directors and team representatives
- Project manage the annual home/rehab construction schedule, working closely with other department directors and teams to communicate progress
- Ensure Quality and Safety standards are executed
- Approve scattered land sites for builds, coordinating with outside professionals like architects and attorneys for zoning approvals when necessary
- Be the main contact to the Tiger volunteer team (team of retired weekly volunteers) on construction issues
- Review, recommend and track cost/benefit and quality of material and finishing products used in homes built or rehabbed
- Develop and recommend process improvements to ensure construction operation runs optimally

Homeowner Repair & Warranty

- Oversee the management of all homeowner repair & warranty
- Oversee the annual homeowner repair and warranty budget
- Oversee the creation and management of the annual homeowner repair schedule
- Manage the Associate Director of Homeowner Repair to ensure any Housing and Urban Development (HUD) directed funding is spent on time and within compliance
- Oversee the warranty process and the feedback loop to inform new and rehab construction of process or material improvements

¹ This job description is not intended to be all inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.



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General

- Oversee the warehouse management to ensure inventory is correct and available to keep projects on time and under budget
- Act as lead for the project management software, BuilderTrend, directing, delegating appropriate staff and being the liaison for optimizing the use of the tool to improve completion and communication of projects across teams

KNOWLEDGE, SKILLS & ABILITIES² -

- Strong personnel management skills
- Passion for mission-based work
- Quick learner
- Ability to work closely with fellow peer directors
- Ability to coordinate and delegate the work of others
- Ability to legally and safely operate a motor vehicle
- Demonstrate solid communication and listening skills
- Detail-oriented and highly organized
- Strong relationship skills for external partnerships

DIRECT REPORTS

- Construction Support Manager
- Construction Field Manager
- Construction Project Manager
- Associate Director of Homeowner Repair
- Total team members is 11

EDUCATION, EXPERIENCE, & CREDENTIALS

- High School Diploma or equivalent required
- College degree in construction management or related field preferred
- Minimum 8+ years of residential construction management experience preferred
- Minimum 3+ years management experience of multiple direct reports
- Direct or indirect construction and rehab experience, particularly the management of processes & budgeting
- Computer proficiency in MS Office Products
- Management of government funding & compliance a plus
- Working knowledge of BuilderTrend software a plus
- Valid Driver's License with good driving record
- Valid auto insurance coverage

² Including but not limited to the following. These are necessary abilities to perform the primary responsibilities listed above.



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PHYSICAL REQUIREMENT TO PERFORM THIS JOB ³

- Utilize the telephone and communicate with others, inside and out of the office environment
- Ability to be sedentary for extended periods of time
- Manual dexterity and visual acuity for computer keyboarding, office equipment use, and detailed reports and information
- Must be able to move about rough terrain at site locations
- Climbing, pushing, shoving and moving material on occasion
- Ability to lift 50 pounds

COMPENSATION & BENEFITS

- Competitive salary
- Health insurance
- Liberal PTO
- 403B retirement plan match
- Central office location
- Company truck use during working hours

³ These are abilities the employee would need in order to perform the essential functions of the job with or without reasonable accommodations.