

POSITION OVERVIEW

The Director of Construction Projects manages the Project Managers, who are responsible for keeping new homes under construction and are built on schedule, in a quality manner, and within budget. The DCP ensures that Project Managers are living up to the keystone motto of visiting “every site, every room, every day”. The DCP works closely with the Purchasing Manager to facilitate a good stewardship of Habitat’s financial resources. The DCP also works closely with the Director of Construction Services to support Site Leaders which provide a positive and productive experience for volunteers. This position is also responsible for filing permits, which includes getting supporting documentation, and working with Land Acquisition & Development Director to clear lots.

PRIMARY RESPONSIBILITIES¹

- Promote a healthy, positive, and thriving cooperative culture that is in line with Habitat’s core values.
- Manage day-to-day and weekly tasks for Project Managers.
- Ensure projects are finished on schedule and in a quality manner.
- Train Project Managers on how to do their job according to their job description .
- Develop best practices and systems for Project Managers to do their job effectively and efficiently.
- Integrate Buildertrend as much as possible into workflows of Project Managers and their own tasks and project coordination
- Develop practices to include process improvement for the betterment of the construction program under their purview
- Work through technical, construction related issues that may arise during construction.
- Oversee walkthrough process, to be completed by Project Managers, to ensure houses are built to Habitat standards
- Account for Project Manager daily jobsite progress to VP of Construction as needed.
- Create each build calendar with the Director of Construction Services, working collaboratively, to allow for the Development Team to have the quantity and quality of opportunities they need for volunteers.
- Hold Project Managers accountable for their offsite responsibilities such as sending out PO’s, completing tasks that need to be done after closing, turning in receipts, and cleaning trucks
- Be accessible on build sites as needed.
- Assist in the creation of the annual production calendar with the Vice President of Construction and Director of Construction Services
- Manage issues that may arise with neighbors during the construction of the home that are not related to Site Leader or volunteer issues
- Communicate and coordinate requirements of grants that relate to Project Manager’s work.

- Complete any work that is done after closing in an expedient manner
- File and acquire permits and get necessary supporting documentation (ordering blueprints, renewing shop drawings, ordering TSI) however Land Acquisition & Development Director will acquire plot plans.
- Ensure required items to be completed for grants (i.e. restricted giving) within the scope of Project Managers' responsibilities are completed.
- Work with Land Acquisition & Development Director on clearing of lots to prepare for construction.

ACCOUNTABILITY ITEMS

- LMA
- Quality Assurance
- Timely Execution Oversight
- Construction within Budget

KNOWLEDGE, SKILLS & ABILITIES² -

- Ability to coordinate and delegate the work of others
- Ability to use Microsoft Outlook, Excel, and Word
- Ability to multitask with strong organization skills and meeting deadlines.
- Ability to work a flexible schedule.
- Detail oriented and highly organized
- Willingness to learn
- Ability to read and understand blueprints
- Ability to prioritize work tasks independently
- Ability to compile and interpret comprehensive reporting.
- Ability to work both independently and with the team.
- Maintains regular, timely, and dependable attendance.
- Ability to legally and safely operate a motor vehicle
- Demonstrate solid communication and listening skills

EDUCATION, EXPERIENCE, & CREDENTIALS

College degree or commensurate level of Residential Construction related experience with 5-10 years of specifically related experience and education required.

PHYSICAL REQUIREMENT TO PERFORM THIS JOB ³



Greater Indy
Habitat
for Humanity®

Director of Construction Projects
Construction

Reports to VP of Construction
FLSA Status: Exempt
Full-Time

2025
Job
Description

- Utilize the telephone and communicate with others, inside and out of the office environment
- 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 moving on occasion
- Ability to lift 50 pounds

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____