



## An Equal Employment Opportunity Employer

# Project Manager (Tuesday – Saturday)

### Position Overview

The Project Manager oversees all activities on assigned construction projects, ensuring all phases of the production schedule are maintained. The role of the Project Manager is to plan production schedules, train and oversee Construction Supervisors and Assistants, ensure delivery of appropriate tools and materials, monitor quality control and track job status.

### Tasks and Responsibilities

#### Project Management - New Construction, Recycle, and Rehab Projects

- Develop and implement work schedule, manage and schedule contractors, and order materials for new construction, recycle, and rehab homes.
- Coordinate tasks to be completed, in collaboration with the Volunteer Department, for the appropriate number of volunteers and leaders needed.
- Schedule daily/weekly/monthly labor, tools, and materials.
- Well-informed of construction building schedule, process, and progress at build sites to ensure that necessary materials are ordered and delivered on a timely basis.
- Monitor and approve subcontracted work to ensure it is completed in a timely and agreed upon scope.
- Schedule and attend building inspections.
- Coordinate and conduct house orientation walk-throughs with new homeowners.
- Act as a support liaison to homeowners during the construction process.
- Act as point of contact for homeowners with warranty concerns, managing all repairs and delegating as needed.
- Utilize project management software (Procore) for all projects.

#### Personnel Management

- Manage and develop Construction Assistants and Supervisors.
- Ensure volunteers, AmeriCorps, donors, and homeowners are properly trained and engaged in a safe construction experience.
- Oversee volunteer electrical team.
- Lead special projects, as needed.

#### Administrative

- Maintain consistent and clear communication with all MHFH staff regarding construction activities as required.
- Adherence to safety policies.
- Document construction processes to ensure efficiency and completion.
- Approve and process invoices.
- Take appropriate action for warranty email.

## **Knowledge, Skills, Abilities**

The Project Manager will have strong personnel management skills, the ability to build relationships with vendors and negotiate favorable prices, substantial experience in controlling inventory, knowledge of construction materials and building processes and exceptional customer service skills. In addition, she or he will need to possess the following skills:

- Minimum of 2 years of experience in residential construction
- Current knowledge of construction techniques.
- Computer skills with knowledge of Microsoft Office and Google products, e.g. Word, Excel, Gmail, Drive, Calendar
- Strong organization and communication skills to work across departments and with various levels of management.
- Detail oriented and meets deadlines.
- Able to manage a high-production construction schedule with multiple deadlines, in-house and outside resources and interdepartmental coordination.
- Demonstrated planning and organizational skills, including the ability to anticipate tasks, set priorities, meet deadlines, and function smoothly under shifting priorities.
- Experience scheduling and overseeing contractors.
- Able to work well with all staff and volunteers.
- Able to lift up to 50 pounds, perform manual tasks, and be capable of performing outside duties under all weather conditions.
- Able to respond to emergency situations calmly and effectively.
- Valid Wisconsin driver license and good driving record.
- High school diploma or equivalent required. Bachelor's degree preferred.

**Benefits include:** health, dental, vision, life insurance, disability insurance, 401k, generous paid time off and 10 paid holidays.

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