



**Call for Resumes: Iowa Valley Habitat for Humanity Construction Manager**

Supervisor: Executive Director, Head Construction Manager  
Status: Full-Time- 40 hours per week (Tuesday- Saturday)  
FSLA Status: Non-Exempt  
Salary: \$47,500 annually +benefit allowance+ paid time off

Position Summary: Coordinate with staff, volunteers, sub-contractors, and local government staff to oversee construction of safe, decent, and affordable homes.

**Key Responsibilities**

- Oversight of construction site including:
  - Organize and maintain a tidy job site
  - Prepare for, assign, train, and supervise tasks completed by volunteers for each volunteer shift (Thursday through Saturday)
  - Instruct volunteers on safety training which may include proper use of ladders, use of personal protection equipment, and proper use of power tools
  - Ensure there are volunteer hospitality and safety items including refreshments, a properly stocked safety kit, and PPE
  - Secure materials and tools, perform safety check on equipment as needed, and prepare the site for next shift at the end of each work day
- Project planning, management and reporting
  - Short-term planning will require ensuring all tools and materials needed during the week are at the site. This responsibility will include transporting supplies and materials, coordinating deliveries, and shopping for supplies and materials as needed
  - Medium-term planning will include coordinating with sub-contractors days, or weeks, in advance, ordering supplies, filing for permits, coordinating with local government staff on inspections, and other tasks to proactively address construction challenges
  - Long-term planning may include developing a quarterly construction schedule, preparing sites for future builds, developing site plans, and estimating project costs
  - Communicate with other staff members including coordination of volunteers for the week, other tasks to support the mission, and reporting on the progress at the job site
- Other tasks to support the organization
  - Tasks will vary but include: attending fundraising events, taking pictures for marketing materials, and engaging volunteers and strategic partners

### Required Skills, Knowledge and Experience

- Embrace working with volunteers with varying levels of skill and comfort on a construction site
- Understanding and commitment to Iowa Valley Habitat for Humanity's mission, values, and vision
- Advanced knowledge of construction techniques and building science
- Ability to manage progress on multiple projects at various stages of construction
- High attention to detail
- Strong problem solving skills
- Basic word processing skills
- At least five years of experience in construction

**Send resumes and portfolio of completed construction projects, if available, to [employment@iowavalleyhabitat.org](mailto:employment@iowavalleyhabitat.org)**

Iowa Valley Habitat for Humanity is firmly committed to a policy of equal employment opportunity (EEO) in recruitment, hiring, training, and promotion of persons based on merit, qualifications, and competence. Except in cases where required or permitted by law, employment decisions and practices shall not be influenced or affected by virtue of an applicant's race, color, sex, sexual orientation, national origin, age, religion, handicap, or any other characteristic protected by law. In addition, it is IVHFH's policy to provide an environment that is free of unlawful harassment of any kind, including that which is sexual, age-related, racial, religious, or ethnic.