

## Construction Manager

**Job Title:** Construction Manager  
**Reports To:** Chief Operations Officer  
**Status:** Full-Time, Permanent

### JOB PURPOSE

The Construction Manager is responsible for organizing, executing and overseeing HFHPKR's construction program and completing all preparation work to ensure HFHPKR can proceed with new construction, repairs, renovations and deconstruction projects in accordance with design, budget and schedule utilizing volunteer labour. This position will also act as site supervisor for projects, supervising labour and materials onsite including training, managing and developing volunteer crew leaders. The Construction Manager must have the skill level to do project management and run a construction site along with the ability to manage and supervise volunteers, while always promoting the values that embrace the mission of HFHPKR.

### MAIN DUTIES & RESPONSIBILITIES

- Act as site supervisor on HFHPKR projects, supervising labour and materials onsite
- Work closely with the CEO and COO to plan and develop potential and new projects
- Manage all building projects and related projects including preparing and maintaining build budgets, scheduling projects, coordination of materials (GIK and purchased) and contractors to support the schedule, the permit process, progress and inspections until final occupancy
- Mediate and steward partnerships with local trades, contractors and suppliers to acquire goods and services for the building program
- Work with trades to ensure agreements are in place with a clear understanding of the timeframe for completion
- Ensure that trades provide WSIB certificates showing they are in good standing with WSIB and carry sufficient liability insurance
- Submit monthly reports to the COO and ongoing notification of build status and progress
- Develop and implement the Crew Leader training program and manage the successful participants in the program
- Maintain relationships with appropriate building department staff at the Municipal and County level
- Actively participate in the local building community (ie. Home Builder's Association, Construction Safety Association)
- Responsible for Tarion Home Warranty Program, including warranty repairs on completed homes

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### QUALIFICATIONS

- 10+ years of experience in construction industry, preferably residential construction
- Knowledge of building codes and regulatory requirements
- Ability to read and interpret documents such as manuals and house construction plans
- Knowledge and active executive of safety standards and precautions pertaining to home construction and the use of power tools
- Excellent communication skills and ability to lead and motivate volunteer work crews
- Ability to think strategically, multi-task and meet deadlines
- Possess a valid driver's licence
- Valid first aid and Working at Heights certificates
- Commitment to the mission of HFHPKR and representing that mission within the community

### WORKING CONDITIONS / PHYSICAL ENVIRONMENT

- Flexible number of hours a week
- Work is completed at various HFHPKR sites across our entire region normally between the hours of 8am and 4pm Monday to Saturday
- Sensory effort is considered high due to high level of activity on the build site
- Physical effort is moderate due to some work that may be done on the build site

### WHAT WE OFFER

Habitat for Humanity Peterborough & Kawartha Region offers its full-time permanent staff a comprehensive health benefits package (medical, dental, vision, life insurance, etc.) as well as a RRSP matching program.

**Please send resumes to [hr@habitatpkr.ca](mailto:hr@habitatpkr.ca) with the position title and location in the subject line. Please include why you would like to work for Habitat for Humanity and your salary expectations. This position will remain open until filled.**

**We thank all applicants for their interest in Habitat for Humanity however only those selected for an interview will be contacted.**