



**JOB TITLE:** Construction Coordinator  
**FLSA STATUS:** Full-time Salaried  
**DATE:** January 20, 2012  
**REPORTS TO:** Construction Director  
**APPROVED BY:** WHFH Board of Directors

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## **ORGANIZATIONAL MISSION**

By the grace of God, Wichita Habitat for Humanity, Inc. changes lives by building homes and facilitating successful home ownership with people in need of simple, decent and affordable homes.

## **PRIMARY PURPOSE OF JOB:**

Lead house construction activities in alignment with the principles and goals of Wichita Habitat for Humanity, Inc. Utilize volunteer labor, in-kind materials and services whenever possible, facilitating maximum community involvement and producing quality homes for low income families in a safe and affordable manner. Homes must be of good quality, built safely and economically, and meet local building code inspections. Key accountability areas include: construction preparation, construction management, construction procedure, and construction information management.

**ESSENTIAL FUNCTIONS** *include the following. Other duties may be assigned.*

### **• CONSTRUCTION PREPARATION**

1. Work with Construction Director to identify building sites and match house plans with site.
2. Communicate with Volunteer Coordinator(s) to help determine volunteer needs and schedule.
3. Make sure site is prepared and Site Coach(es) are properly oriented, and all materials and tools present prior to start of each day's activities.
4. Assist Construction Director with the development and implementation of various facets of the construction program.
5. Teach construction related classes for partner families and homeowners.

### **• CONSTRUCTION MANAGEMENT**

1. Recruit, train, and guide volunteer Site Coaches, delegate project tasks to Site Coaches as appropriate.
2. Insure that Partner Families are productively involved in the construction process.
3. Provide WHFH Construction procedures for each phase of construction to the Site Coaches.
4. Maintain safe construction sites, train all persons on construction site safety procedures, and ensure safety compliance on the site.
5. Be available at all work times during the construction/renovation of assigned houses.
6. Code construction bills in timely manner and submit to Construction Director for approval.
7. Create a loving Christian environment on sites through inclusion of daily prayer/devotions at start of day (in absence of site host).

### **• CONSTRUCTION PROCEDURE**

1. Work with subcontractors as assigned by Construction Director to insure timely, accurate and quality workmanship.
2. Supervise work teams and coordinate work team skills with various tasks.
3. Insure that houses are built to local code or above those standards; order inspections as directed by Construction Director.
4. Conduct 30-day walk-through with Partner Family.
5. Responsible for the care and security of property during construction; see that property, equipment, and building supplies are secured and properly maintained.

### **• CONSTRUCTION INFORMATION MANAGEMENT**

1. Keep Construction Director informed of daily progress and any project concerns (volunteers, materials, tasks, etc.).
2. Be willing to attend Construction and Site Selection Committee meetings if requested.
3. Attend monthly Wichita Habitat for Humanity staff meetings.
4. Attend special events and conferences when appropriate.
5. Attend pre-construction meetings to help House Sponsors have a meaningful construction experience.
6. Report % completion of all work items by the 10<sup>th</sup> of each month for construction cost/completion report.

**Knowledge, Skills and Abilities Requirements:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

- Knowledge of all areas of residential construction.
- Detail orientation and solid problem solving skills.
- Knowledge of and commitment to the Habitat for Humanity concept, principles, and covenant.
- Knowledge and practice of construction preparation, construction management, construction procedure, and construction information management.
- Ability to effectively present information to employees, management and volunteers and function as a problem-solver.
- Able to relate to all types of people and levels in and outside the organization. Ability and skill to work with, retain, and motivate volunteers.
- Working knowledge of office machines, Internet and email usage. Ability to perform construction related activities.

**Education, Training and Experience Requirements:** *The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

1. Three to five years experience in residential construction work, project supervision, building layout.
2. Valid drivers license and clean driving record that will meet insurance requirements.
3. Ability to relate to people of different races, faiths, and incomes.
4. Ability to organize building materials and volunteers; keep the project on schedule as project leader.
5. Ability to teach and lead volunteers and work with board members, staff, and committees.
6. Must be available to work on Saturdays and overtime.
7. Commitment to Habitat's housing ministry goals, flexible attitude and strong work ethic.

**Physical Context and Work Environment:** *The context and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. The employee must possess the physical abilities represented in the Knowledge, Skills and Abilities section above to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Participation in Wichita Habitat for Humanity's special events such as ground breakings, start of construction, house dedications, and fundraising events.