



About Habitat:

Habitat for Humanity (Habitat) brings people together to build homes, communities, and hope. Habitat partners with families in our community to help them build strength, stability, and self-reliance through affordable housing. Habitat homeowners help build their own homes alongside other volunteers and pay an affordable mortgage.

Job Title: Program Operations Manager

Overall Responsibilities: The Program Operations Manager is a key part of the management team, is a strategic thinker, and implements operational efficiencies relating to the construction program. It is a highly collaborative, relationship building position that communicates regularly with each component of the affiliate as well as with community partners to meet program goals and identify gaps and potential growth opportunities.

This position will supervise the construction team and coordinate with program staff. They will plan and oversee all activities related to the affiliate's building production goals including producing schedules, cost estimates, reviewing plans and overseeing the hiring of subcontractors. The position examines and monitors financial data specifically related to construction and uses this data to better plan for projects.

This position is responsible for seeking out, evaluating, and negotiating new development opportunities, including: site identification and assessment; researching new building strategies; conducting financial feasibility analysis; completing acquisition; handling the implementation of complex projects; managing the construction process and project financial management. The Program Operations Manager provides overall leadership for all construction projects in partnership with the Construction Manager. Doing so in accordance with the safety policies, objectives, and directions of the Executive Director and the Construction Committee to promote the overall vision, direction, and mission of the affiliate.

Major Duties and Responsibilities:

Land Acquisition and Construction Preparation

- Work with the Executive Director and Land Acquisition Committee to identify potential build sites

- Oversee the due diligence tasks associated with potential site selection
- Track manage, and maintain vacant lots
- Develop an overall construction plan for each build calendar year
- Plan and oversee all activities related to getting the land ready to build. This includes but is not limited to: evaluation of the construction site, property surveys, Land Use Review, working with architects to create site and building plans, and assembling and submitting all necessary permit applications.
- Be familiar with HFH International House Design Criteria requirements and base building plans on these requirements
- Prior to each build, consult with key trade partners to ensure the most efficient, effective, and cost conscious/affordable design that incorporates energy savings and health environment features
- Develop a detailed budget with Accountant
- Ensure licensing and insurance information are current for all contracted parties
- Advocate for accessible and energy-efficient housing and explore new construction methods and new building materials

Construction Management

- Work closely with the Construction Committee and Construction Manager to ensure best building practices and plan specifications are fulfilled
- Develop a long-term construction schedule, adjusting as needed
- In collaboration with the Construction Manager, oversee and approve subcontractors i.e., architects, engineers, and construction trades
- Work closely with the Construction Manager to plan and implement construction projects, performing the following tasks on an as-needed basis: scheduling inspections, material procurement, scheduling subs, etc.
- Ensure that all permit paperwork is complete and submitted ahead of Final building inspections
- Develop annual construction budget with Accountant
- Monitor and measure progress of build projects against budgets and schedules
- Ensure that all the homes adhere to the IBHS Wildfire Prepared Home Plus standards and are submitted to IBHS to receive designations

Administration/ Staff Management

- Oversee and provide supervision to Construction Manager, Assistant Construction Manager, and Construction Interns (when applicable)
- Manage HR related paperwork and initial Habitat training for construction staff
- Meet regularly with Construction staff
- Meet regularly with program staff (construction staff as well as Volunteer and Homeowner Services Coordinators), providing leadership to the team and collaborating to create program efficiencies

- Work closely and coordinate program goals with the Volunteer Coordinator and Homeowners Services Coordinator
- Monitor and communicate pertinent construction program information to the Resource Development team in support of obtaining and reporting on grants
- Estimate value of in-kind donations and ensure it is recorded
- Approve construction-related expenses over \$1000
- Keep an organized filing system for Construction Program Documents
- Submit monthly report of activities and developments to present to the Board of Directors
- Regularly attend and participate in staff and Board meetings
- Lead and provide guidance for the Construction and Land Acquisition Committees
- Keep Executive Director and Construction Committee informed of progress and problems
- Monitor long and short-term construction goals established with the Executive Director and Construction Committee
- Attend various community meetings, special events, and conferences as appropriate, providing support and leadership as needed.
- Develop and nurture partnerships that further Habitat's mission in the community
- Represent Habitat to the public
- Other duties, as assigned

Qualifications Required:

- Knowledge of organizational effectiveness and operations management
- Excellent project management skills including managing time and priorities
- Excellent verbal and written communication that illustrate and encourage

Education:

- Bachelor's Degree in related field or equivalent work experience
- A minimum of 3-5 years in a management position
- General knowledge of construction practices, standard architecture and real estate
- Knowledge of and proficiency in Google (email, calendar, drive, meets), and Zoom.

Skills and Abilities Desired:

- Dedication to and ability to articulate the mission and core values of Habitat for Humanity
- A positive "can do" attitude, enthusiasm and strong customer service orientation
- Ability to show attention to detailed policies and procedures in the office and field environments
- Ability to show personal accountability and professionalism

- Ability to apply a wide degree of creativity, latitude, and resourcefulness
- Ability to respect confidential information of staff, volunteers, homeowners, and donors
- Ability to hold high ethical standards, good judgment, integrity, diplomacy, and tact
- Ability to be self-motivated and work independently as well as collaboratively building effective working relationships with co-workers, volunteers, homeowners, donors and partners
- Ability to manage multiple tasks, stay organized, prioritize, meet deadlines and follow-through to completion
- Ability to prepare clear and concise oral and written reports
- Ability to analyze data and project future trends
- Ability to work collaboratively with a team and provide leadership
- Ability to work a flexible schedule to accommodate ever-changing needs

Reports to: Executive Director

Typical Work Schedule: Monday-Friday, 8AM - 5PM, some weekends and evenings

Salary: \$72,800 - \$83,200 (benefits include medical, dental, eye, life insurance and a Simple IRA). This is an exempt position.

Physical Requirements/Working Conditions:

(Office positions) Physical requirements are those that are present in normal office environment conditions and in frequency may involve light to moderate lifting. Duties may include evening and weekend work to meet organizational needs and volunteer coordination.

Additional Physical Actions may include driving, standing, repetitive manual action - PC keyboard input, and bending. In general, this position will work in an office environment.

(Visiting Construction Sites) Physical requirements are those that are present in an outdoor construction environment including hard hat areas and exposure to heat, cold, dust, and noise. Sufficient visual acuity and ability to hear is necessary to ensure safety on the construction sites. May be exposed to high decibel noise, such as power tools.

Licenses and/or Certificates Required:

- Candidates must possess a valid California Driver's License and be insurable under the affiliate's policy and meet the State's minimum automobile insurance requirements
- Must pass Criminal Background Check and Sexual Offender Check
- Must legally be able to work in the United States.

Overall: This job description is not intended to be an exhaustive list of all duties and responsibilities. Other duties, as assigned or deemed necessary by management, may be required. Management reserves the right to revise this job description at any time. The job description does not constitute a contract for employment, nor does it in any way alter the at-will employment relationship.

Habitat for Humanity of Butte County is an equal opportunity employer.

Please sign, verifying that you have read and understand the above information.

Employee

Date

