

# Milwaukee Habitat for Humanity

## Construction and Operations Director – Job Description

**Title** Construction and Operations Director

**Department(s)** Construction

**Reports to** Executive Director

### Position Overview:

Milwaukee Habitat for Humanity is looking for a self-starter that is driven by creating better ways to operate. The ideal candidate will develop new methods of getting the work completed through working with others, is logical in problem solving and more interested in getting the best process in place than about keeping the current system in place.

The Construction and Operations Director manages and directs all aspects of construction operations, to include (but not limited to) people, functions and teams responsible for completing production and program requirements involving construction (new, rehab, repair), warranty and special projects. The role of the Construction and Operations Director is to execute operations to include plan refinement, construction and office management, and be directly accountable to the Executive Director for the planning and implementation of cross-departmental projects as assigned.

### Job Task and Responsibilities:

- Develop master construction schedule and annual project plan.
- Complete all land and real estate development activities.
- Coordinate all design work, develop project scopes, and create project budgets.
- Manage and develop Construction Department staff.
- Collaborate with Development team to identify and secure project funding sources including assisting with grant proposals, RFP responses and managing funding compliance.
- Develop and maintain strong relationships with city and government officials.
- Oversee financial and risk management including department budgeting, insurance and safety.
- Lead and manage a creative, rigorous, collaborative and accountable process to complete cross-department projects.
- Manage crisis and issues as they occur, devising contingency plans to maintain capacity to meet production goals and completion of projects.
- Work with Bid Team to select and evaluate vendors.
- Solicit construction in-kind sponsorships.

### Knowledge, Skills, Abilities and Personal Characteristics:

- Bachelor's Degree preferred, Master's Degree a plus.
- A minimum of 2 years relevant project management experience.
- Demonstrated competency with project management software and computer literate.
- Excellent Interpersonal, customer service, written and oral skills.
- Exhibits sound and accurate judgement; supports and explains reasoning for decisions.
- Ability to take initiative and manage multiple, simultaneous priorities.
- Ability to work with and lead teams in problem solving environments.
- Comfortable articulating MHFH's mission and values with stakeholders.

### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.