



Greater Ottawa

Habitat for Humanity®
Habitat pour l'humanité®

La Grande Région d'Ottawa

Director of Construction

This position offers an opportunity to develop professionally and contribute meaningfully to an organization with a recognizable, trusted brand and solid reputation. The Director of Construction works closely with Leadership Team to successfully complete development projects, which currently includes 8 – 10 townhome and stacked townhomes per year. As part of a growing, supportive and collaborative team, the Director of Construction will believe in Habitat Greater Ottawa's vision of a world where everyone has a decent place to call home.

Primary Functions: The Director of Construction is responsible for leading, setting goals and monitoring all aspects of the land acquisition and construction process for Habitat for Humanity Greater Ottawa (the affiliate). The Director will be solely responsible for land acquisition, project planning and approvals, construction schedules and budgets, and turn key documentation (as required by clients, agencies and warranty providers).

The Director will coordinate with the Senior Site Supervisor on matters relating to project planning and approvals, as well as construction schedules and budgets. The Director will delegate to the Senior Site Supervisor the delivery of all on-site construction activities with staff, contractors, consultants, and build volunteers, including but not limited to the daily details and work breakdown structure relating to new residential build projects. As directed by the CEO, the Director will support relationship building with partners and vendors, and the acquisition and scheduling of Gift-in Kind materials.

Reports to: CEO

Supervises: Site Supervisors (one per build site, currently one)

Responsibilities:

Land Acquisition

- In consultation with the Land Committee, examine the affiliate's geographical service area for appropriate and viable target neighborhoods/outlying communities in which the affiliate could build/renovate
- Establish and maintain criteria for the evaluation of properties of Habitat and rehabilitation projects
- Constantly monitor the housing market, including available federal land, and be aware of properties that would satisfy the evaluation criteria
- Ensure there is a sufficient bank of usable land for future builds
- Seek the advice of experts, as necessary, to carry out evaluations and studies
- In conjunction with the CEO, lobby municipal, regional, and provincial governments to donate land to Habitat, suitable for building or rehabilitation projects
- Establish and maintain contacts with organizations and individuals with knowledge of residential land
- Ensure the maintenance of all acquired sites until construction or renovation begins (ie. lawn care, garbage removal, etc.)
- In consultation with the CEO and the Land Committee, coordinate all real estate transactional matters relating to the acquisition of property by the affiliate

Project Planning and Management

- Ensure construction is completed in accordance with applicable municipal building codes, by-laws, municipal, provincial and federal statutory requirements, and Habitat GO's home building standards



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- During the non-build season, prepare build manuals and guidelines; create a detailed work back schedule for upcoming builds; secure professional trades, material acquisition and gifts-in-kind
- Secure material and service quotes and solicit discounts and gift-in-kind; ensure material and services provided by local and national suppliers are ordered and available on-site in accordance with the construction schedule
- Ensure all registration renewals, enrollments, and all deficiencies are resolved prior to the Tarion required target dates.
- Retain, manage and coordinate the team of professional consultants during project planning, development and design stages to ensure compliance with the affiliate's interests and vision
- Work with Director of Operations and Communications to identify operational priorities as related to Volunteer Management, Family Services and community partnership development
- Work with the Family Services Manager to ensure that future homeowners complete all program requirements re: construction of their homes and post-occupancy deficiencies

Construction Coordination and Supervision

- Develop and oversee the affiliate's build schedule including pre-build, build, post-build and warranty
- Create budget estimates, monitor construction progress against the established schedules and budgets and prepare reports and recovery mitigation plans
- Provide construction oversight and ensure construction stays on schedule through management of the Site Supervisor(s)
- Ensure inspections are conducted pursuant to applicable municipal, provincial and federal requirements
- Ensure the construction schedule and deadlines are met in a timely manner throughout the construction process
- Take appropriate action to deal with the results of delays, bad weather, or emergencies on the construction site and communicate recovery plans to the CEO

Volunteer and Safety Management

- In coordination with the Site Supervisor(s) be responsible for the supervision, training (in-house where possible), and coordination of all on-site volunteers
- In coordination with the Site Supervisor(s) determine which build tasks are not suitable for volunteers and secure the services of the appropriate professionals or individuals to perform these tasks
- In coordination with the Community Engagement Coordinator, organize safety training and other skill-based training for volunteers and deliver daily safety training on the build site
- In coordination with the Site Supervisor, help recruit, train and provide leadership for Crew Leaders

Employee Management

- On a daily basis supervise, coordinate and provide direction to the Site Supervisor(s)
- Support employees in the efforts to upgrade existing skills and ensure OH&S training requirements are kept up to date

Qualifications:

- **Minimum 7 years of experience in the construction of single-family homes, townhomes, stacked town homes and/or condominium construction**
- Experience managing and training construction site staff, volunteer and skilled trades
- Experience working with City of Ottawa planning, by-law, zoning and permit processes
- Knowledge of the Building Code and construction standards, developments and best-practices
- Knowledge of the Tarion Warranty Program and the Ontario New Home Warranties Act
- Ability to manage multiple build site locations, construction build scheduling and material procurement needs



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- Ability to establish excellent working relationships with staff and volunteers as well as with construction suppliers to procure gift-in-kind material donations
- Must maintain up-to-date training and certifications related to regulation Health & Safety requirements
- High attention to detail and excellent multi-tasking and problem-solving skills
- Excellent written and oral communication skills

This full-time position offers a competitive salary and a comprehensive benefits program. Please send a cover letter and resume to hr@habitatgo.com by **Wednesday January 20, 2021**.