

Job Description Construction Coordinator

TITLE: Construction Coordinator, Habitat for Humanity of Morgan County, Inc.

REPORTS TO: Office Administration

JOB SUMMARY: The construction coordinator oversees the construction of all houses constructed by Habitat for Humanity of Morgan County as well as other specific duties connected with such construction.

RESPONSIBILITIES AND DUTIES:

- **Assist in the review of pre-construction tasks in preparation for the builds.**
- **Coordinate with the office staff the ordering of supplies and materials for construction to be on site when needed.**
- **Provide sub-contract coordination**
- **Oversee the overall construction project, including having appropriate supervision on each work day, making sure that volunteers have a good experience.**
- **Work with the Habitat partner family for whom the house is built, assigning specific tasks and attesting to sweat equity performed**
- **Insure that appropriate safety measures are in place at the job site.**
- **Attend Construction Committee meetings as scheduled.**
- **Oversee all 'house follow-up' items after construction, including any items needing correction from the house punch list.**

Habitat for Humanity of Morgan County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, age or national origin.