Habitat for Humanity of Greater Chattanooga Area (HFHGC)

Job Description - 11/11/25

Position: Construction Office Manager

Reports To: Director of Construction

Status: Full-time, Salaried, Non-Exempt

Salary Range: Starting at $45,000

To Apply: Email resume and cover letter to tmcIntosh@habichatt.org

Habitat for Humanity® of Greater Chattanooga Area

About Habitat

Habitat for Humanity of Greater Chattanooga Area (HFHGC) is an ecumenical Christian non-profit organization focused on housing solutions and neighborhood revitalization that benefit families and individuals in Chattanooga through home repairs, new construction, and other direct services.

Job Summary

Reporting to the Director of Construction (DOC) for Habitat for Humanity of Greater Chattanooga, The Construction Office Manager works primarily with all HFHGC construction programs.

Duties

In addition to other duties as assigned, the **Construction Office Manager** (COM) is responsible for administrative support and operational tasks as follows:

- Supports the DOC and construction programs as needed through any tasks requested/approved by the DOC. In most affairs, the COM is empowered to act on behalf of the DOC.
- Assists in the communication and information flow for the department.
- Prepares for construction by obtaining Environmental Reviews, Building and Land Disturbance permits, Appraisals, Boundary Surveys, utilities, and maintaining the lot maintenance schedule along with other related tasks as needed.
- Tracks, requests, and acquires Certificates of Insurance and licensure for subcontractors.
- Completes annual bid process by June of each year for board approval (and as needed).
- Assists the DOC in creating budgets and timelines for each project.
- Collects invoices for DOC approval; files/tracks them appropriately and submits them to the Finance Department for payment.
- Enters departmental data into management software.
- Tracks departmental data for grant funding and HFHI compliance; reports all data and outcomes to the Development and/or Finance Department as required by funding sources.
- Maintains proper house files for permanent records.
- Maintains master spreadsheets - assembles monthly and yearly departmental status reports.
- Orders in-kind donations, tracks/reports such orders to Finance and Development.

- Participates with HFHGC's Safety Committee to track and schedule required training.
- Responds to phone inquiries, emails, mail, and other general office activities as needed.
- Works with the DOC and Development to create/maintain Crew Leader manuals.
- Takes pictures on job sites to track progress and for social media/marketing needs.
- Assists in the coordination of groundbreakings and home dedications to include house preparation and event set up.
- Manages crew leader and construction volunteer communication, scheduling, orientation, and daily set up.
- Works with the DOC to complete proper walk-throughs and inspections by homeowners in advance of closings. Works with Homeowner Services to submit timely Notices of Completion and requests for Certificates of Occupancy.
- Prepares homeowner warranty books and delivers them to homeowners and/or Family Services personnel for review with homeowners.
- Completes close-out documents and submits reports as required for various funding sources.
- Ensures proper safety and operational requirements are met when working at job sites; tracks and ensures proper HFHI, insurance, and regulatory requirements are met overall.

Required Qualifications

- Excellent interpersonal, oral, virtual, and written communication skills.
- Computer proficiency with Google Suite, Microsoft Office Programs as well as web-based database programs.
- Ability to navigate job sites and construction areas and consistently lift up to 50 pounds.
- Valid state-issued driver's license and ability to operate company vehicles.
- Background check and drug screen required.
- Commitment to and belief in the vision/mission of Habitat for Humanity of Greater Chattanooga.

Qualifications Preferred

- Bachelor's degree preferred.
- Previous construction experience preferred.

The job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, and/or new ones may be assigned at any time with or without notice.

Approval Date: _____

Approved By: _____