

Habitat For Humanity Greater Cincinnati

Position: Construction Operations Manager (COM)

Type: Full-Time, Exempt

Manages Others: Yes

Reports To: Senior Construction Manager

Position Summary

The COM plays a pivotal leadership role in overseeing day-to-day site operations and ensuring construction excellence across multiple Habitat Greater Cincinnati job sites. This position is responsible for managing Site Superintendents (SS), supporting project planning and execution, ensuring safety and quality standards are met, and enhancing the volunteer experience. The role requires frequent site visits, proactive problem-solving, and strong collaboration with staff, subcontractors, and volunteers to ensure timely and high-quality construction of affordable housing.

Position Responsibilities

1. Maintain build schedules that are developed by the Senior Construction Manager (SCM) and Project Manager (PM).
2. Directly supervise a team of SSs, including conducting semi-annual one-on-ones and ongoing performance management.
3. Conduct daily job site visits to monitor progress, support SSs, monitor safety, and maintain quality standards.
4. Maintain accountability among SSs to keep their individual builds on schedule and within scope.
5. Frequently conduct quality evaluations of work performed by subcontractors, volunteers, and staff.
 - a. Resolve on-site issues swiftly and effectively, particularly those related to construction errors or framing problems.
6. Work with the Construction Training Manager (CTM) to implement consistent standards and processes across job sites.
7. Work with the CTM to keep job sites safe and ensure safety practices are followed.
8. Assist the PM in managing materials on job sites, including returns and inventory control.
9. Meet with Volunteer Services to oversee the volunteer schedule, ensuring proper task planning, site readiness, and meaningful volunteer engagement.
10. Ensure readiness and presence for all site inspections and support SSs in preparing for code and compliance reviews.
11. Work with PM to schedule subcontractors
 - a. Work with SS to ensure job sites are fully prepared prior to their scheduled work.
12. Provide coverage for SS, when needed, during PTO.

Qualifications

- Minimum of 7 years of experience in residential construction management, with at least 3 years in a supervisory role.
- Strong leadership, communication, and interpersonal skills.
- Proven ability to manage multiple construction sites and teams concurrently.
- Knowledge of building codes, safety regulations, and inspection processes.
- Experience working with volunteers and commitment to enhancing their experience.
- Strong organizational and scheduling skills, with attention to detail.
- Ability to problem-solve under pressure and adapt to changing conditions.
- Proficiency in construction management software and Microsoft Office Suite.
- Must be able to lift 80 pounds independently/regularly and function on scaffolding, ladders, and roofs.
- Valid driver's license and reliable transportation required.

We are an equal opportunity employer

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.