



JOB POSTING:  
January 28, 2019

## Assistant Vice President of Construction

Habitat for Humanity of San Antonio is a large, very active, non-profit, single family home builder building 60 – 70 single-family homes a year. We are looking for a great leader for our home building programs. This position will lead a fun, ethical, and talented construction team and coordinate our 3 existing home building models and help start a forth one!

Position duties include personnel management, planning, scheduling, and office and on-site coordination of all aspects of building 60 to 70+ new and rehab homes a year. Duties also include representing Habitat by serving on occasional external commissions or task forces on building related matters. Qualifications include:

- Extensive experience building single family homes,
- Extensive knowledge of residential building code, city permitting and inspection process;
- Team oriented with excellent people skills and experienced personnel manager;
- Great organizational skills with proficiency in producing timely paperwork, adherence to policies and procedures, managing expenses and activities within budget, effective utilization of Microsoft programs such as Word, Excel, and Outlook, and basic knowledge of AutoCad;
- Must be goal oriented, have a positive attitude, and a good sense of humor;
- Must pass a background check and drug screening,
- Must have and maintain a Texas drivers' license and a good driving record.
- This position will work on and oversee an active construction site so must have the strong physical and mental capabilities needed to effectively manage, oversee, and traverse a large scale construction site.
- A construction management or related degree is helpful but not required;
- Ideal candidate will be decisive, organized, detail oriented, problem solver, excellent at follow-through, flexible, able to set priorities, self-motivated, and have excellent judgement and leadership skills.

This is a full-time position. Work shift may vary to meet the needs of the organization as follows:

- Regular workweek is Tuesday thru Saturdays. Hours are generally 6:45 a.m. to 4:00 p.m. Tuesday thru Friday and sometimes an earlier start on Saturdays if extra prep time is needed before building crews show up on site. Some days paperwork or meetings may extend workday past 4:00 p.m.
- Occasional work on Monday if construction falls significantly behind (usually related to a significant weather event causing site closure on a normal build day).
- Occasional Sunday work if we have a special building event at a Church during or after their Sunday services (we call these Joshua Builds and expect approx 3 or 4 may happen this year).

This is a management position, so days and hours are reasonable, but selected candidate will be expected to work the days and hours as needed to accomplish our goals. In return, we provide a good salary, a GREAT work environment, and exceptional benefits!

**EOE.** Interested candidates should submit a cover letter, resume, and salary history of last two positions to: Attn: VP

- By email with Attn: VP in the subject line to [jobs@HabitatSA.org](mailto:jobs@HabitatSA.org), OR
- By fax to (210) 223-5536, OR
- By mail or delivery to Habitat's administrative office to Attn: VP, 311 Probandt, San Antonio, TX 78204

This position will remain open until filled. It is a key position, so filling it will be a priority. Please apply promptly!