



**Assistant Vice President of Construction** needed for Habitat for Humanity of San Antonio, a large, non-profit, single family home builder. We are looking for an experienced construction program and personnel manager to lead a fun, ethical, and talented construction team and coordinate multiple building models producing 70-80 homes a year.

We work hard but celebrate families so we offer unique benefits like being closed from Christmas Eve through New Year's Day as **PAID** holiday leave! We offer a reasonable work schedule, paid vacation, paid sick leave, a great retirement plan with a generous employer match, paid employee health insurance with generous cost-sharing for dependent health, and many other benefits to help our employees take care of their own families.

Position duties include personnel management, planning, scheduling, and office and on-site coordination of all aspects of building 70 – 80+ 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;
- Demonstrated ability to lead teams and mentor and grow subordinate staff;
- Strong problem solving skills including the ability to independently identify issues, assess potential solutions, implement selected solution, and evaluate results;
- Great organizational skills with proficiency in producing timely paperwork, adherence to policies and procedures, managing expenses and activities within budget, and effective utilization of Microsoft programs such as Word, Excel, and Outlook, and design software including Chief Architect and 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 during high-profile builds (spring & fall) and Monday-Friday other times. Hours are generally 6:45 a.m. to 4:00 p.m. 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 (but rare) 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 maybe 2 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: AVP emailed to [jobs@HabitatSA.org](mailto:jobs@HabitatSA.org)

Filling this position is a priority so apply promptly!