



**Project Manager** needed for Habitat for Humanity of San Antonio, a large non-profit, single family home builder and social service provider. We are seeking a proficient, results-oriented candidate with excellent skills for this position. If you are a fun, energetic, person with good communication and project management skills and are looking for a meaningful job, with good pay, GREAT benefits, and a stable employer, we could be the place for you!

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.

#### **Essential Duties:**

- Support HFHSA ideals and mission through support of the management team's goals, objectives, and decisions. Communicate them in a positive manner. Communicate them to others in a positive manner.
- Keep the AVP of Construction apprised of all significant issues and all matters requiring organizational attention.
- Ensure strict adherence to HFHSA policies, procedures, and internal controls.
- Produce and maintain project schedules for homes based on the approved master build schedule.
- Schedule work with subcontractors and superintendents according to approved project schedules.
- Analyze project schedules and available resources to determine where schedule and resource conflicts exist.
- Provide recommendations to construction leadership on how to resolve schedule and resource issues.
- Monitor and control project schedules and budgets through effective use of project management processes, tools, and techniques.
- Conduct site visits to verify and document whether subcontractors are completing their contractual work obligations on schedule and to ensure that the quality of the work meets company and industry standards.
- Manage project risk through effective selection and use of risk management processes, tools, techniques, and strategies.
- Produce and maintain construction RAID logs for all projects from planning through closing.
- Perform analysis of budget to actual job cost reports and report any issues, variances, and discrepancies to construction leadership.
- Lead project closing meetings and produce project closing reports.
- Present and distribute project closing reports to construction staff and leadership.
- Ensure all project management reports and other department reports are in order and submitted on a timely basis.
- Review building plans and specifications to become knowledgeable on building processes and standards.
- Act as construction department liaison for City, CPS and SAWS permitting, inspections, and services.
- Ensures all required vendor paperwork is fully and accurately completed.
- Work on special projects and perform other duties as assigned.

Project Manager  
Posted: 12/11/2023

**Qualifications:**

- 3 – 5 years of project management experience
  - Construction project management experience is desirable.
  - Degree in Construction Science & Management preferred but not required.
  - PMP certification preferred but not required.
  - Proficient in Microsoft Outlook, Excel, and Word.
  - Proficient with project management software.
  - Ability to work on multiple projects and tasks at one time.
  - Ability to work under pressure and meet deadlines.
  - Strong oral and written communications skills.
  - Strong organizational skills.
  - Must have and maintain a clear criminal background.
  - Must have and maintain a good driving record and a valid Texas driver's license.
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**Physical Abilities Required:**

- Must have strong physical capabilities to work on an active construction site including: be able to lift and carry 25 lbs, be able to stand, walk, squat, climb stairs and ladders, and be on your feet for extended periods of the day each and every day, have good manual dexterity with fine motor control of both hands and fingers along with other physical and mental abilities that are needed to traverse and work on a large scale construction site.
- Requires listening to and understanding information and ideas presented through spoken words and sentences.
- Must be able to read and understand information and ideas presented in writing.
- Requires the ability to clearly enunciate words and orally communicate.
- This position will work on a variety of projects and activities. Candidate must have strong physical and mental capabilities that are needed to effectively function in both an office and field environment.
- Requires the ability to function effectively in a fully tobacco-free and vape-free environment without taking tobacco or vape breaks during the work time.

**EOE.** Interested candidates should submit a cover letter, resume, and preferred salary range to: Attn.: PM

- By email with “ Project Manager” in the subject line to [jobs@HabitatSA.org](mailto:jobs@HabitatSA.org)