



Position Title: Construction Manager

Location: Home builds in Clear Creek, Jefferson, and Park Counties. Office location is 2922 Evergreen Parkway, Suite B320, Evergreen, CO

Time Requirement: Full time Exempt. Saturday and evening work may be required.

Reporting structure: Executive Director

Salary Range: \$85,000- 95,000 annually (commensurate with experience)

Benefits: Health, dental and vision insurance for employee and dependents, life insurance for employee, 12 holidays, 80 hours sick leave as accrued per year and 80 hours vacation time as accrued per year

Position Summary

The Construction Manager leads all aspects of new home construction for Blue Spruce Habitat for Humanity, ensuring homes are built safely, on time, on budget, and in accordance with Habitat's quality standards. This position works closely with architects, planners, subcontractors, and volunteers to plan and execute new home construction and site development.

Key Responsibilities

Project Planning and Design Coordination

- Collaborate with architects and land planners to develop site plans and house designs that meet code, cost, and mission requirements.
- Participate in the permitting process and coordinate with local jurisdictions as needed.
- Conduct pre-construction planning and establish construction schedules.

Site Management and Supervision

- Oversee day-to-day site operations, ensuring progress with or without volunteers.
- Supervise subcontractors and volunteer crews on active construction sites.
- Maintain a professional, mission-driven site atmosphere that supports volunteer engagement and community building.

- Ensure compliance with OSHA standards and Habitat's safety policies.

Budget and Timeline Management

- Develop and manage construction budgets for each project.
- Track costs, review invoices, and coordinate with accountant to ensure timely payments and financial transparency.
- Maintain adherence to project timelines; proactively address delays or obstacles.

Construction Execution

- Ensure quality control and timely completion of all phases of home construction.
- Coordinate the delivery and storage of building materials and in-kind donations.

Qualifications

- Minimum 5 years of experience in residential construction, including supervisory experience.
- Strong knowledge of construction methods, site development, permitting, and building codes.
- Have or be able to obtain a General Contractor (GC) license as required by local jurisdictions.
- Experience working with volunteers or in nonprofit construction preferred.
- Excellent organizational, communication, and leadership skills.
- Ability to manage multiple projects and deadlines simultaneously.
- Proficiency with construction scheduling and budgeting tools (e.g., Procore, Excel).
- Valid driver's license and reliable transportation required.
- Background check required.

Work Environment

- Work takes place on active construction sites in varying weather conditions
- Must be able to lift 50 lbs. and navigate uneven terrain.
- Some weekend hours required for volunteer builds or special events.

Please submit cover letter plus resume to jobs@bluesprucehabitat.org.