

B/CS HABITAT FOR HUMANITY  
119 Lake Street, Bryan, TX 77801

## Property Acquisition, Development, and Maintenance Manager

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<b>Department:</b> Property Programs	<b>Job Status:</b> Full Time
<b>FLSA Status:</b> Exempt	<b>Reports To:</b> Executive Director
	<b>Amount of Travel Required:</b> Occasional, usually optional, within US and Abroad
<b>Work Schedule:</b> Monday - Friday, occasional Saturdays or Tuesday - Saturday, occasional Mondays	<b>Positions Supervised:</b> Various student workers

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### POSITION SUMMARY

The PADM Director is responsible for B/CS Habitat's acquisition, development, and maintenance of all properties and buildings, except those under construction. Oversee, manage, and demonstrate key leadership through effective and efficient operations by cultivating a diverse atmosphere that fosters initiative, knowledge, and determination for our affiliate's vision. Establish long-term strategic planning to ensure sustainability and advancement for B/CS Habitat in property acquisition, development, and maintenance. Coordinate with Director of Construction on infrastructure placement to collaborate the design and approval work of building plans, specifications, and cost estimates on construction projects. Advocate and support affordable housing in all aspects.

### ESSENTIAL FUNCTIONS

#### Essential Functions Statement(s)

- Report status of all projects, including concerns, delays, and future needs to the Executive Director
- Ensure land acquisition and development fully support organizational capacity
- Contact, hire, and discharge engineer firms, surveyors, subcontractors, staff, and volunteers necessary to prepare, implement, and complete property developments and maintenances
- Know, implement, and expand Habitat for Humanity property development standards while providing key leadership at B/CS Habitat for Humanity
- Organize and direct a Property Committee in the selection and purchase of desirable building sites for both infill and open land developments
- Evaluate potential property projects for feasibility and assist in formulating budgets, timelines, and personnel required

- Develop a plan for optimum utilization of the benefits to the affiliate of tax sales, foreclosures, and other mandated sales
- Manage the design of work including drafting, approval of plans, specifications, and estimates on all projects as necessary to ensure aesthetics are given optimal considerations
- Coordinate with Director of Construction on infrastructure placement to include clearing, rights of ways, sewer, water, stormwater drainage, electrical service, telephone, cable, signage, streets, and sidewalks to collaborate the design and approval work of building plans, specifications, and cost estimates on construction projects
- Develop and maintain liaison with Brazos Valley building, planning, zoning, engineering, community development, and other city, county, and state officials to ensure that B/CS Habitat for Humanity is informed and in compliance with all regulations concerned with the development and maintenance of property
- Prepare and maintain on file all documents required by the Texas Council on Environmental Quality to include Request for Permit, Notice of Intent (NOI), Reports as required during construction, and Notice of Termination (NOT)
- Responsible for maintenance of all development sites and common property to include clearing, landscaping, mowing, trash removal, and stormwater control
- Develop and maintain contact with Bryan Texas Utilities, College Station Utilities, ATMOS Energy, Cable/Internet companies, and the United States Post Office to ensure that all ancillary services are installed in subdivisions with minimum disruption of construction traffic flow and living activities
- Develop and maintain desirable relations with the BCS Board of Realtors, GBV Home Builders Association, Plan Room, and other organizations concerned with property development
- Keep abreast of all rulings and decisions of both City Councils, Planning and Zoning Commissions, and Building Standards Commissions
- Develop and maintain relationships and knowledge exchanges with other staff members of this affiliate and other affiliates
- Regularly attend training meetings to keep abreast of current developments in property management
- Oversee the completion of all projects in a timely fashion, at optimal cost, within budget, and ensure good quality
- Estimate and monitor all costs related to property acquisition, development, and maintenance
- Approve all property and related invoices for payment and code appropriately for accounting purposes
- Ensure that all properties and staff are equipped, trained, and maintained to current safety standards including City, County, State, OSHA, First Aid, and CPR regulations
- Solicit donations of tools, supplies, materials, labor, and services from the building and trades industries
- Review and respond to offers of in-kind donations

- Conduct regular property meetings to communicate timely, pertinent information and coordinate training of property staff
- Supervise paid and volunteer property personnel, professional trades, utilizing regular volunteers and skilled persons to maximum benefit
- Lead staff, community service members, and volunteers in property and construction projects when deemed appropriate
- Develop and implement employee development programs for all property personnel

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform design work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Loyal - The trait of feeling a duty to the employer.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Strategic Planning - Ability to develop a vision for the future and create a culture in which the long-range goals can be achieved.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Resourceful - Able to form relationships and secure in-kind contributions.
- Communication, Written - Ability to communicate in writing clearly and concisely.

## **SKILLS & ABILITIES**

**Education:** B.S. Degree in Architecture, Civil Engineering, Construction Management, Construction Science, Business, or related field.

**Experience :** 3-5 years of property development experience, including design and management of projects from start to finish: experience in acquisition, development, project scheduling, and on-site supervision is required. Familiarity with affordable housing, directing large numbers of volunteers, community development issues, and Habitat for Humanity is preferred.

**Computer Skills:** AutoCAD, Microsoft Office, Procore, and presentation software.

**Certificates & Licenses:** Must have a valid driver's license in the State of Texas.

**Other Requirements: conversational Spanish is an asset but not a requirement.**

### **PHYSICAL DEMANDS**

#### **Physical Demands**

		<b>Lift/Carry</b>	
Stand	F (Frequently)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<b>Push/Pull</b>	
Climb	O (Occasionally)	12 lbs or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs	F (Frequently)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

#### **N (Not**

#### **Applicable)**

Activity is not applicable to this occupation.

#### **O (Occasionally)**

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

#### **F (Frequently)**

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

#### **C (Constantly)**

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

### **Other Physical Requirements**

### **WORK ENVIRONMENT**

The work is split between inside and outside environments.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_

Approval: \_\_\_\_\_

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.