Re-use Hawaii

Job Title: Deconstruction Program Manager

Employment Type: Full-Time
FLSA Status: Exempt
Department: Deconstruction
Reports To: Executive Director

Job Summary

Human resources:
- Recruit and oversee training of new crew members.
- Manage employee reviews and discipline.
- Participate in workers' compensation claim management.
- Cultivate a culture of high-performing teams.
- Manage staff communications, including weekly collaboration calls and team meetings.
- Implement and oversee standard operating procedures and training plans.
- Train crew members on techniques and systems

Operations:
- Supervise Team Leaders.
- Manager project mob and demob
- Schedule projects in collaboration with Project Developer and schedule Team Leaders and crew members. Distribute weekly schedules to crew members prior to the start of each week.
- Oversee the set up and break down projects, IE: mob and demob.
- Oversee safety, including weekly safety talks, training, planning, and oversight. Ensure compliance with all internal safety rules as well as OSHA regulations.
- Enforce policies and procedures in collaboration with the Team Leader.
- Oversee progress and planning of onsite work in collaboration with Team Leaders.
- Oversee proper tracking, maintenance and repair of equipment, vehicles, and tools.
- Maintain established systems and protocols.
- Manage logistics such as next-day prep and trucker dispatch.
- Act as a link between the warehouse and deconstruction operations, specifically with regard to incoming material
- Prepare and execute a major federal project in Q4 2026.
- Development and general management:
- Participate in the planning and implementation of marketing.
- Work closely with the Project Developer to review proposals.
- Occasionally visit potential project sites to help the Project Developer estimate and plan.
- Drive the program‘s financial goals and provide progress and performance accountability.
- Produce monthly reports to assess the success and challenges of the program.
- Facilitate information sharing, problem-solving, priority setting, and team building.
- Manage client communication.

- Manage complaints that can’t be addressed by the Team Leaders.
- Promote and maintain a vibrant and engaging work environment that is positive and safe for every team member, client, and visitor.
- Ensure compliance with federal, state, and local regulations and laws.
- Tactfully address or defuse incidents in the workplace in a timely manner before they escalate into serious problems or patterns.
- Seek out the Executive Director and/or other support staff for advice and feedback if faced with a difficult or unfamiliar situation in the workplace.
- Promote and maintain consistent, clear communication and positive relations throughout the organization and its departments. Openly share history and knowledge of operations and material with staff, customers, and visitors. Promote respect and maintain an open learning environment in the workplace.
- Use the values and principles of the organization as guidance in all problem-solving and decision-making.
- Complete all related tasks and duties as needed to achieve the goals of Re-use Hawai’i operations.

Essential Duties

- Lead recruitment, onboarding, and training of crew members
- Oversee performance management, reviews, and discipline
- Support workers’ compensation claim management
- Manage staff communications, including weekly meetings and collaboration calls
- Develop and implement standard operating procedures and training systems
- Supervise Team Leaders and oversee deconstruction crews
- Plan and schedule projects, including mobilization, demobilization, and weekly crew assignments
- Ensure safety compliance, including training, OSHA adherence, and policy enforcement
- Oversee onsite progress, logistics, and coordination between warehouse and field operations
- Maintain operational systems and protocols
- Prepare for and execute a major federal project in Q4 2026
- Support business development and marketing efforts, including proposal review, project planning, and site visits
- Drive program financial performance, produce monthly reports, and ensure accountability to goals
- Manage client relationships, resolve escalated issues, and ensure regulatory compliance

Secondary Duties

- Foster a high-performing, collaborative team culture
- Manage equipment, vehicles, and tool tracking, maintenance, and repair
- Foster a positive, safe, and collaborative work environment through clear communication, team building, and values-based leadership

Supervisory Responsibilities

Manages 3 subordinate supervisors who supervise a total of 3 employees in the following departments: Deconstruction. Is responsible for the overall direction, coordination, and evaluation of these units.

Directly supervises 10 non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Behavioral Characteristics

- Program, project, organization and/or department management experience.
- Exceptional organizational and time management skills.
- Demonstrate strong skills in organization and time management, positive communication, motivational leadership, problem-solving, making timely and informed decisions, record keeping, and above all, strong people skills.
- Demonstrate an understanding of the importance of positive people relations and team building.
- Lead with an understanding of the dynamics involved in a social enterprise/public benefit non-profit model.
- Genuinely demonstrate passion and excitement to make things better for everyone in the workplace.

Computer Skills

- Proficiency with Apple computers and good administrative skills.

Certification and Licensing

- Driver's License

Tools & Technology

- Experience within the reuse or construction industry.
- Building and construction knowledge.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- regularly required to stand; walk; climb or balance; stoop, crouch, or crawl; talk or hear.
- frequently required to sit; use hands to finger, handle or feel; reach with hands and arms.

The employee must:

- regularly lift and/or move up to 25 pounds.
- frequently lift and/or move up to 50 pounds.
- occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include:

- close vision; distance vision; peripheral vision; depth perception; ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- occasionally exposed to wet or humid conditions; work in high, precarious places; climb or balance.
- frequently exposed to outdoor weather conditions.
- regularly exposed to work near moving mechanical parts.

The noise level in the work environment is loud noise.