



JOB DESCRIPTION

TITLE: CONSTRUCTION SITE SUPERVISOR

Reports to: Construction Manager

Date: May 20, 2019

SERVICE SUMMARY:

Provides on-site leadership, training, and coordination for subcontractors, volunteers, and homeowner partner families on assigned build projects. Will assist the Construction Manager with on-site work, deliveries, repairs and maintenance of warehouse and work sites. The nature of the position is such that during the off building season (January - March) responsibilities may include rehabilitation supervision, database management, special events coordination and/or other special projects as directed.

ESSENTIAL FUNCTIONS:

1. Must understand and be able to communicate Habitat's Christian philosophy including Partnership: empowering vs. enabling
2. Provide hands-on supervision at the assigned worksite. Be available at the start of each volunteer workday; know status of all projects, and be prepared to fill gaps if necessary.
3. Work closely with and continually advise Volunteer Coordinator and Construction Manager of all volunteer needs and schedule changes.
4. Primary responsibility includes work training, skill development, safety, and work quality.
5. Provide on site leadership for work crews, sponsor volunteers and other work groups. Lead the supervision of youth.
6. Review and evaluate progress, and recommend modifications as appropriate on a regular schedule over an extended period.
7. Assist in future home owner training and seminars. Attend and participate in home dedication ceremonies.
8. Assist with cleanup and wrap-up activities. Maintain volunteer log at work site.

DUTIES AND RESPONSIBILITIES:

1. Coordinates all aspects of on-site constructions of homes in cooperation with and as directed by the Construction Manager and the Annual work plan.
2. Review plans, specifications, and construction work sheets. Must be familiar with the steps to construct homes of excellent quality, at the lowest cost and on time.

- Must be involved and knowledgeable in all aspects of new home construction and renovation, including but not limited to foundation work, framing, roofing, dry walling, painting, laying tile, siding and landscaping.
3. Schedules and supervises the work of licensed and skilled paid and Gift-in-Kind (GIK) contractors. Inspects each phase of work to determine that it is of acceptable quality and that each trade is finished on schedule.
 4. Communicates volunteer labor needs to the Volunteer Coordinator.
 5. Coordinates delivery of materials to the work site on a timely basis. Order and/or pickup materials.
 6. Assists in recruitment of skilled builders from the community to assist. Recruits, trains, supervises, and assists volunteer house leaders and other skilled and unskilled volunteers.
 7. Ensure that all safety procedures are followed at all times. Must be trained in administering first aid and assure that sufficiently trained first aid support is on construction site at all times.
 8. Available for emergency or crisis situations.
 9. Arrange to have necessary tools and /or equipment at job site prior to start of each build day.
 10. Arrange for purchase and/or repair of tools and equipment.
 11. Open site at the beginning and secure sites at the end of day.
 12. Respond to request for repairs from current Habitat Homeowners.
 13. Prepared written reports when requested.

SUPERVISORY RESPONSIBILITIES:

1. Americorp Site Supervisors (Staff)
2. Contractors/Licensed Subcontractors (Contract Employee)
3. Skilled Team/House Leaders (Volunteers)
4. Unskilled Labor (Volunteers)
5. Partner Families (Volunteers)

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Experience in supervising construction projects.
3. Experience with project scheduling, and recordkeeping.
4. Valid, current, and unrestricted Michigan Driver License.
5. Preferred Michigan Residential Builders license
6. Excellent proven oral and written communication skills.
7. Ability of work under pressure and coordinate various activities and groups of people to achieve maximum efficiency.
8. Proven ability to teach, train, and mentor.
9. Ability and willingness to listen and accept feedback.
10. Patience and ability to train and work with unskilled volunteers.
11. Ability to meet deadlines.
12. Demonstrate and show respect to Habitat partner families and volunteers.
13. Ability to work with Churches and other volunteer groups.

Minimum of five years of demonstrated experience in all areas of home construction. Must have working knowledge of materials required in the construction of homes and all relevant codes required for home construction. In addition, candidate should possess experience in coordination of volunteers.

PHYSICAL REQUIREMENTS:

Able to hear, speak, read, and comprehend English at conversational/business level. May be required to travel. Able to operate computer, basic construction tools, telephone and other office machines. Able to lift 50 pounds safely. Able to stand and walk over uneven ground for long periods. Able to climb ladders and scaffolding.

WORK ENVIRONMENT:

Primarily works on construction sites. Working within a culturally diverse environment. Must be sensitive to the issues relating to working in a diverse community.