



CONSTRUCTION SITE SUPERVISOR JOB DESCRIPTION

Job Title: Construction Site Supervisor

Job Status: Part-time / non-exempt / 0-29 hours per week

Reports to: Executive Director

Pay Grade: H2-H5

Overview: The Construction Site Supervisor's primary objective is to provide labor and oversight for home repairs or new construction of single-family homes from framing to finishes. The volunteer experience is vital to the function of our organization and therefore this position requires excellent verbal communication skills, a positive attitude and strong awareness of utilizing volunteer time efficiently. This position typically manages, on average, 5-8 volunteers independently and up to 30-50 volunteers with other staff for large event builds. Ability to teach construction tasks to unskilled volunteers and oversee the quality of their work, making corrections as needed, is a significant portion of the day-to-day function of this position. For work that does not require volunteers, this position will continue to work onsite with other staff to ensure homes are complete through the final punch. Other duties include but are not limited to overseeing quality of work by subcontracted trades in the field, verifying quantities of materials delivered to the site are accurate, and working under the supervision of the Construction Manager to meet deadlines. With safety at the forefront of everything done at the organization, it is imperative that this position always be aware of surroundings, quick to respond in the event of an accident and conscious of any unsafe conditions that may arise.

Hours of Work: The Construction Site Supervisor is a part-time position and typical hours are from 7:30 or 8:30 AM until 4:00 or 4:30 PM on work days where you are supervising a site (1-3 days, Tuesday-Saturday). Flexibility to work 1-2 hours on non-work worksite days is necessary to prepare for crews of varying sizes and skill levels, to prepare for special events and to attend occasional meetings and trainings in the office.

Essential Duties and Responsibilities

- Monitor the quality of construction for all new homes and home repairs, following build plans and scope of work contracts and asking the Construction Manager if there are questions
- Coordinate with trades and subcontractors during your workdays. Report any improper installations or poor quality of work by trades or subcontractors to the Construction Manager
- Provide labor for construction between workdays with volunteers, as necessary, to assist in maintaining the build schedule deadlines
- Communicate with the Construction Manager ahead of each workday with volunteers to ensure the proper quantity and types of tools required for the tasks are available for volunteers
- Communicate with the Construction Manager to ensure an accurate quantity of materials are delivered in time for each volunteer workday
- Provide brief safety training and general overview of each day's task to group or individual volunteers at the start of each workday; lead a prayer with the group before the day commences
- Educate, teach and help volunteers understand the task(s) they are assigned to that day and ensure they fully understand before allowing them to work independently. Maintain supervision of their work throughout the day and help those who appear to need assistance. Engage and find ways to involve volunteers who may be standing back. Ensure a positive and fun experience is being had by all.
- Ensure that Crew Leaders are given proper instructions and provided necessary tools to assist in leading volunteers
- Work with future and current homeowners during and after the construction of their home
- Maintain a well-organized trailer and jobsite at all times
- Ensure all homes are locked and secure each day before leaving the site
- Lead activities and behaviors which promotes safety for staff, volunteers and subcontractors

Desired Skills, Education & Experience

- Must meet the requirements to be a “Dwelling Contractor Qualifier” under Habitat’s General Contractor license, and must be willing to take the necessary steps to be licensed.
- Maintaining Dwelling Contractor Qualifier License will include attaining continuing education credits and taking additional exam(s) in Wisconsin.
- Minimum 3-5 years residential construction related experience required, with minimum 1 year of site supervisory experience.
- Knowledge of residential construction and/or residential repairs, jobsite safety, OSHA requirements, local building codes and policies & procedures for permitting, zoning and inspections
- Knowledge of and experience with bidding, hiring and supervising subcontractors
- Ability to plan, schedule, prioritize, coordinate, delegate and manage multiple work activities
- Patience and willingness to teach construction skills to volunteers and students of all abilities
- Excellent verbal & written communication skills including experience and comfort with public speaking
- Strong interpersonal skills with ability to interact well with a variety of people and personalities
- Experience with Microsoft Office & Google products including Word, Excel, PowerPoint, Gmail email
- Strong interest in working in the nonprofit sector and supporting the mission, vision and strategic direction of Habitat for Humanity Lakeside as we work to create a community where everyone has a decent place to live

Other Job Requirements

- Pass a criminal background check, sex offender registry check and pre-employment drug screen
- Valid Wisconsin driver’s license and able to meet the automobile insurance guidelines of Habitat for Humanity Lakeside in order to operate the construction truck and move construction trailers
- Hold a valid residential contractor qualifier license or pass the exam to get one within six months of hire
- Hold a valid CPR/first aid training certificate or pass a class to get one within six months of hire
- Hold a valid Habitat for Humanity Competent Person Safety Training certificate or get one within one month of hire
- Flexibility to occasionally work evenings and Mondays and to more regularly work 1-3 full work days on Tuesday-Saturday between the hours of 7:30am-4:30pm

Work Environment and Conditions

- Our Mission: Seeking to put God’s love into action, Habitat for Humanity brings people together to build homes, communities and hope. Applicants must be comfortable working for a Christian organization.
- Operating within the construction, retail and human services industries, applicants must be sensitive to the large diversity of people who will interact with our organization
- Applicants must be comfortable with extended periods of: frequent bending, squatting, lifting, climbing and repetitive motions and working in hot or cold weather for extended periods of time while on the construction site AND be comfortable with extended periods of time sitting at a desk using a computer, answering phone calls, using email & other office equipment while performing administrative duties in an office setting
- Applicants must have the ability to lift and carry a minimum of 50 pounds

Habitat for Humanity Lakeside is an equal opportunity employer. We seek to use and assign the best qualified staff for all of our positions in a way that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status, or any other status or characteristic protected by law.

Job Description Acknowledgment

I hereby acknowledge that I have received, reviewed and fully understand the job description for the Construction Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described within the job description.

Printed Name

Signature

Date