



We build strength, stability, self-reliance and shelter.

TITLE: Construction Site Supervisor

VISION: End the cycle of poverty

MISSION: To eliminate poverty housing by providing opportunities for the entire community to share their gifts

OBJECTIVES:

- Neighborhood is a model for efficiency & community collaboration in every way
- Become the model for empowering families
- Expand our own self-sufficiency.
- Maximize Partnership in El Salvador & Uganda

POSITION SUMMARY

The **Construction Site Supervisor** is responsible for building dignity and enriching lives by ensuring Habitat Homes are affordably built to the highest quality in partnership with qualifying families and Habitat volunteers. He/she is responsible for all aspects of construction from excavation to punch list and reports directly to the Poverty Elimination Director. The Construction Site Supervisor is a full time, salaried, exempt position working a minimum of 40 hours per week.

VISION STATEMENT

I ensure that we build quality homes, on schedule, without waste, and with teams of engaged leadership volunteers.

DUTIES AND RESPONSIBILITIES

- Ensures that all houses are constructed in accordance with HFHMC policies, HFHI guidelines, and local building codes
- Develops, maintains, and schedules a network of engaged vendors and subcontractors that are reliable and cost effective, ensuring competitive pricing of material and labor
- Takeoff and ordering of all materials for assigned homes
- Ensures that sites are neat and orderly to reduce waste and maximize safety
- Ensures that the homeowner's selected options are properly ordered and incorporated into the house design for assigned homes
- Oversees the organization and inventory of the warehouse, and tools and job trailer contents for assigned homes
- Provides on-site support for all construction leadership positions to ensure that all volunteers have proper safety instruction and a positive experience on the job site.
- Cultivates, communicates with, and engages volunteer leadership volunteers to ensure adequate supervision for all volunteers
- Analyzes house costs after each build and proposes changes
- Attends departmental and staff meetings

KNOWLEDGE, SKILLS, AND ABILITIES:

- Superior communication (verbal, listening, and written), organizational, time management
- Comfortable in a fast paced, dynamic environment that must evolve to meet the needs of the mission
- Strong analytical skills, common sense, and attention to detail
- Ability to work on feet for 8 hours at a time and able to lift 50 pounds
- Ability to work independently, to set and balance priorities, and to take initiative
- Customer service focused
- OSHA or other site safety training a plus

MINIMUM REQUIREMENTS:

- 3-5 years construction experience
- B.A. or similar training preferred

It should be understood that mutual respect, willingness to work together as a team and ongoing communication between staff persons and key volunteers is essential to the success of Habitat.