

JOB TITLE: CONSTRUCTION SITE SUPERVISOR

POSITION VISION AND SUMMARY

The **Construction Site Supervisor** supervises individual job sites and ensures that Habitat follows a comprehensive safety plan that assists all site supervisors in building quality homes in a safe and welcoming environment for volunteers. This position is responsible for all aspects of construction from excavation to punch list with a focus on exploring the viability of a new construction rehab program. This position reports directly to the Senior Construction Site Supervisor. The Construction Site Supervisor is a full-time, salaried, exempt position working a minimum of 40 hours per week, Tues-Sat.

DUTIES & RESPONSIBILITIES

- Ensure that all houses are constructed in accordance with Habitat for Humanity of Monroe County policies, Habitat for Humanity International guidelines, and local building codes
- Responsible for opening and closing the job-site each day, ensuring the site is ready and accessible for inspectors and sub-contractors, safe during business hours, and secured during off-hours
- Develop, maintain, and schedule a network of engaged vendors and subcontractors that are reliable and cost effective, ensuring competitive pricing of material and labor for assigned houses
- Assist with takeoff and ordering of all materials for assigned homes
- Ensure that future homeowners' selected options are properly ordered and incorporated into the house design for assigned homes
- Oversee the organization and inventory of the warehouse, and ready the proper tools and job trailer contents for assigned homes
- Provide on-site support for construction leadership positions to ensure that all volunteers have proper safety instruction and a positive experience on the job site
- Cultivate, communicate with, and engage leadership volunteers to ensure adequate supervision for everyone on the construction site
- Analyze construction costs after each build and proposes changes
- Attend departmental and staff meetings

KNOWLEDGE, SKILLS, AND ABILITIES

- Superior communication (verbal, listening, and written), organizational, and 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 actively work on feet for 8 hours at a time; able to lift 50 pounds
- Ability to work independently, to set and balance priorities, and to take initiative
- Customer service and volunteer engagement focused
- OSHA or other site safety training a plus

MINIMUM REQUIREMENTS

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

ABOUT HABITAT FOR HUMANITY OF MONROE COUNTY

Habitat for Humanity of Monroe County is a nonprofit housing organization dedicated to building decent and affordable homes in partnership with those in need in Monroe County. More than 20 percent of Monroe County residents live in poverty, one of the highest percentages in Indiana. Currently, we are building 8-10 houses a year, and we have 23 families in our program. Since 1988, our affiliate has been able to house over 780 people, including 450 children. For more information, visit www.monroecountyhabitat.org.

OUR ORGANIZATIONAL MISSION AND VISION

Our mission is to eliminate poverty housing by building decent, affordable homes in partnership with qualifying families. Our vision at Habitat has always been the same—***a world where everyone has a decent place to live.***

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.

To apply: send a current resume and cover letter to construction@monroecountyhabitat.org