

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. This position reports directly to the Senior Construction Site Supervisor.

SCHEDULE & SALARY

The Construction Site Supervisor is a full-time, salaried, exempt position working 40 hours per week, Tuesday through Saturday, with occasional evenings. The minimum starting salary for this position is \$50,000 annually.

DUTIES & RESPONSIBILITIES

- Cultivate, communicate with, and engage leadership volunteers to ensure adequate supervision for everyone on the construction site.
- Provide on-site support for construction of leadership positions to ensure that all volunteers have proper safety instruction and a positive experience on the job site.
- 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 jobsite 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.
- Analyze construction costs after each build and propose changes.
- Attend departmental and staff meetings.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Basic understanding and familiarity with construction process, and tools with an interest in learning all hands-on aspects of construction.
- Superior communication (verbal, listening, and written), organization, 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.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 2-5 years construction experience
- Any level of Spanish and/or French fluency
- B.A. or similar training preferred in construction related field
- OSHA or other site safety training a plus
- Other construction certifications

ABOUT HABITAT FOR HUMANITY OF MONROE COUNTY

Habitat for Humanity of Monroe County is a nonprofit organization dedicated to building affordable homeownership opportunities in partnership with community members in Monroe County. Qualifying families complete homeowner readiness classes and earn sweat equity (volunteer) hours before building their future home with Habitat. Utilizing

volunteer labor and community support, the homes are sold to future homeowners and financed with affordable loans. Since 1988, our affiliate has built 238 homes, housing over 900 people, including more than 500 children. For more information, visit www.monroecountyhabitat.org.

OUR ORGANIZATIONAL MISSION AND VISION

Our mission is to expand affordable housing opportunities by partnering with people in our community. 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: please email your resume, cover letter, and two professional references with contact information to Wendi Goodlett, CEO, at goodlett@monroecountyhabitat.org. Applications will be reviewed on a rolling basis; priority consideration will be given to those received by September 26.