



Mission: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Job Title	Construction Site Supervisor
Department	Construction
Reports To	Director of Construction
Salary Range	\$50,000 to \$60,000
Employment Type	Employee
FLSA Status	Full Time - Exempt

Summary/Objective

The primary objective of the position is to work hands on while managing & leading volunteers in the construction or repair of single-family homes from framing to finishes. The volunteer experience is vital to the function of the organization and therefore this position requires excellent verbal communication skills, a positive attitude and strong awareness of utilizing volunteers' time efficiently. The ability to teach construction tasks to unskilled and skilled volunteers and oversee the quality of their work, insure the safety of all volunteers, and make corrections as needed, is a primary function of this position. The Site Supervisor will communicate effectively, and timely, with the volunteer coordinator to identify when volunteers are needed and can be utilized to complete all construction tasks. The Construction Site Supervisor will work closely with the Construction Manager to schedule and supervise subcontracted trades in the field and schedule inspections. They will work with the Construction Manager to identify supplies necessary for project completion, and to verify the quantities of materials delivered to the sites are accurate.

Essential Functions/Responsibilities

1. Educate volunteers on 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.
2. Manages, on average, 3 to 10 volunteers several days of the week.
3. Ensure the proper quantity and types of tools required for the tasks are available to volunteers each day.
4. Ensure the proper materials and supplies as required for the task are on site, to be picked up from approved vendor or Habitat's storage facility/warehouse.
5. Communicate with the Construction Manager to ensure an accurate quantity of materials, requested and confirmed by email, are ordered and delivered on time for volunteer groups and trades as needed.
6. Monitor quality of construction of the home through all phases.
7. Schedule all subcontractor work and deliveries as provided by the Construction Manager.
8. Maintain a schedule with a minimum of a two week outlook for construction.
9. Maintain a well-organized trailer and jobsite at all times.
10. Ensure all homes and tool storage facilities are locked and secure each day before leaving the site.
11. Lead activities and behaviors which promotes safety for staff, volunteers and subcontractors.
12. Schedule and pass all required inspections through appropriate building department.
13. Provide brief safety training and general overview of each day's task to group or individual volunteers.
14. Promote safety on job site by ensuring the quality and appropriate number of safety equipment, providing safety training to volunteers, and maintaining Competent Person certification.

15. Provide warehouse management to include keeping a log of all items currently stored (I.e. paint, fixtures, appliances, etc) and ensure the cleanliness and organization of the space at all times. Supervise and lead scheduled warehouse cleanings on a quarterly basis and arrange for donations or discarding of materials that cannot be utilized on the affiliate's construction projects.

Competencies

- Minimum of five years of construction field experience in a supervisor role, preferably residential, with an emphasis on framing and carpentry
- Working knowledge of current residential building code and new construction
- Proficiency with email and online calendars
- Proficiency with Microsoft Office, particularly Word and Excel and email required
- Effective communication & positive can-do attitude with strong organizational skills
- Preferred to be bilingual or possess a basic understanding of the Spanish language
- OSHA certification a plus
- Must possess a valid driver's license
- Must possess a passion for Habitat's Mission and Purpose
- Must have patience and ability to guide, support, and communicate effectively with volunteers, staff, and community members

Physical Demands

The position requires the ability to lift heavy objects, walk and stand for long periods of time. The position requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination. The position requires a reliable form of transportation for travel to and from job sites, office, and storage/warehouse facility. The position also requires the Construction Site Supervisor to possess a reliable form of communication, i.e. a mobile phone.

Position Type/Expected Hours of Work

This is a full-time compensated position. This position requires weekend work. Primary schedule is 7am-3:30pm Tuesdays – Saturdays.

Customer Service

Preceding job responsibilities or title, all employees of the Habitat Seminole-Apopka affiliate have a vital role in stewardship of all volunteers. Everyone has a role in creating a positive workplace, while creating a fun and meaningful experience for volunteers. We honor the time, talent and treasure of each contributor. Every volunteer is an extension of our workforce team, and together we build strength, stability, and self-reliance through shelter.

All duties are performed with excellence with particular attention to customer service both internal and external. Internally customer service includes co-workers, homebuyers, Board of Directors and volunteers. Externally customer service includes phone inquiries, shoppers, and donors. Each individual we have a connection to is a potential donor or volunteer and can be presented with engagement opportunities such as store donations, monetary gifts and volunteer time.

Application Instructions:

Interested applicants should email a resume to Alisa Adams at aadams@habitat-sa.org.