Job Description

JOB TITLE: CONSTRUCTION SUPERVISOR

JOB TYPE: Full-time/Salary REPORTS TO: Executive Director

JOB SUMMARY: This position includes responsibilities for construction coordination/supervision. The position involves an extensive amount of hands-on activities at the build site; estimated at 80% working on the build site/supervising the building process and 20% working on office related tasks (annually). Responsibilities for the construction position include the management of the construction of one to four homes per year, from planning to permitting and through the final completion of punch list items and warranty period, as well as serving as the on-site crew leader. Primary duties include supervising, directing, and training skilled and unskilled volunteers, directing and monitoring subcontractors, developing a construction schedule for each house, ordering the proper materials for just-in-time use according to the construction schedule, and ordering and monitoring inspections and assurance and compliance to appropriate building codes.

JOB DUTIES:

- Oversee the entire building process, including project budget, permits, schedules, all building sites, material procurement and coordination of subcontractors.
- Serve as staff liaison for Construction Committee and Site Selection Committee. Attend leadership meetings.
- Prepare and implement procurement policy, updating and adding construction procedures as needed.
- Work with volunteers to identify potential crew leaders and other skilled workers.
- Organize and train experienced volunteers to lead work groups and act as site supervisors.
- Manage skilled and unskilled volunteers, crew leaders and volunteer site supervisor(s).
- Ensure work site safety with proper training and practices.
- Solicit donations of materials and professional labor and maintain donor relationships.
- Create annual construction budget and individual house budgets utilizing job schedules, project files and a competitive bid process.
- Be fiscally responsible by controlling the construction warehouse, reviewing invoices and authorizing payment, and proper use of credit/debit cards.
- Help partner families prepare for homeownership and ensure that their sweat-equity hours are productive.
- Keep continued foresight towards economical and efficient building practices and techniques.
- Meet Habitat's theory of building "decent and affordable" housing.
- Other duties as assigned by Executive Director.

REQUIREMENTS:

- A strong background in residential home construction: college degree in related field preferred.
- Four years of direct on-site residential construction experience; supervisory role preferred.
- Working conditions: extreme temperatures, and other adverse conditions normal in outdoor work.
- Ability to establish a good working relationship with volunteers, homeowner families, and co-workers.
- Enthusiasm, teamwork focused, and a strong customer service orientation.
- Outside meetings and presentations involving evening and weekends are required.
- Ability to multi-task.
- Excellent written and verbal communication skills.
- Non-profit experience a plus and a commitment to CCHFH’s ideals and philosophy.