



P.O. Box 333
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www.stvrainhabitat.org

Job Title: Estes Park Site Supervisor
Department: Construction
Reports To: Construction Director
FLSA Status: Exempt, Full-Time
Salary: \$50,000 year
Prepared Date: 4/21/2023
Benefits: Please see our website at www.stvrainhabitat.org/employment-opportunities for benefit information

Habitat for Humanity is committed to equity, diversity and inclusion in the workplace. Please read more about our commitment and our affiliate covenant on our website: www.stvrainhabitat.org/employment-opportunities

Position Summary: The Estes Park Site Supervisor will work with the Habitat staff, AmeriCorps members, new and returning volunteers to build simple, decent, affordable homes on Habitat's construction sites. This position is primarily focused on Estes Park but will be expected to work on other sites within HFHSVV's service area.

The Site Supervisor will manage build days on projects ranging from simple repairs to single family attached homes. The Site Supervisor's primary responsibility will be to supervise volunteer build days, exercise discretion and judgment, with the authority to make independent decisions regarding build day activities. The Site Supervisor will be responsible for materials, safety, tools, waste removal, and other project related logistics for build days they are supervising.

ESSENTIAL RESPONSIBILITIES

- Project Management
 - Attend weekly construction meeting and report on site progress
 - Directly manage assigned build days:
 - Oversee and manage materials, safety, tools, waste removal, and other project related logistics
 - Read blueprints and manage materials and deliveries
 - Plan and supervise meaningful work for general volunteers and lead volunteers
 - Managing quality of volunteer tasks
 - Manage sub-contractors working on projects limited to Estes Park
 - Projects include, but are not limited to:
 - Single family detached or attached new construction

- Critical home repairs
- Safety
 - Oversee and manage compliance with HFH safety policy by all project personnel. Direct individuals who cannot comply leave the site.
 - Respond promptly to findings from frequent, random Safety Inspections.
- Codes and Inspections
 - Ensure that all IRC building codes, and other applicable codes and manufacturer's instructions are followed throughout the builds. Meet with local building inspections and third-party energy audits on build days.
 - Become a competent source on Habitat construction practices
- Accounting
 - Verify material purchases turn in invoices
- Homeowners
 - Ensure homebuyers actively take part in the building process and meet their obligations while on site. Communicate performance regarding partner families to Homeowner Services.
- Resource Development
 - Maintain a high level of volunteer engagement and empowerment on job sites
 - Identify potential Habitat supporters while on site and in the community
 - Give presentations to volunteers on-site on such as morning start-up, safety, Habitat 101
 - Establish relationships in Estes Park to further serve that specific community.
- May include other duties as required

SKILLS

- Ability to successfully interact with manager, peers, homeowners, subordinates, trades, inspectors and other personnel on the construction site
- Ability to solve problems efficiently to maintain forward progress on complicated projects
- Proficient at Outlook, Excel, Smartphone.
- Must be comfortable with ladders and heights with appropriate fall protection, i.e., roofs, scaffolding, stairs
- Ability to read residential blueprints
- Practical knowledge of International Residential Code

EDUCATION, EXPERIENCE:

- Relevant experience in residential construction
- Experience with single family attached projects a plus
- Habitat for Humanity or other similar experience a plus
- Bilingual English/Spanish speaking a plus

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Adequately traverse a residential construction job site
- Lift a minimum of 50 lbs. (at times) with or without reasonable accommodation
- Safely use residential construction tools and equipment

WORK ENVIRONMENT AND CONDITIONS:

- Ability to work in an outdoor environment during a variety of weather conditions. (i.e., snow, rain, heat, cold, and direct sun).
- Workdays will be Tuesday through Saturday; however, the position may require work at odd hours and days.
- Position requires travel between sites in personal vehicle. Valid driver license, current Motor Vehicle Report and insurance required. Eligible mileage reimbursement.

If you feel you are qualified and wish to apply for this position: Submit a cover letter and resume to the attention of David Kirk, Construction Director, **via email at dkirk@stvrainhabitat.org**.

If you need any ADA accommodations in applying for this position please email adaaccommodations@stvrainhabitat.org