



Fort Collins  
**Habitat**  
for Humanity®

## Construction Site Supervisor

<b>Title: Site Supervisor</b>	<b>Full-Time; Tuesday-Saturday</b>
<b>Department: Construction</b>	
<b>Reports to: Chief Operating Officer</b>	<b>Supervises: Volunteers</b>

### **GENERAL DESCRIPTION:**

The Construction Site Supervisor is responsible to lead on-site construction workflow, direct the activities of skilled and unskilled volunteers and oversee the work of subcontractors of new residential structures from foundation completion through final construction (receipt of Certificate of Occupancy). The position ensures all projects are built with quality consistent with approved plans and in accordance with federal, state, and local building requirements with a commitment to safety of all site personnel. The successful Site Supervisor will have strong attention to detail and will understand detailed techniques and principles of house construction from start to finish. This position works closely with the Chief Operating Officer, Project Manager, Crew Leaders, Volunteers, and Home Office team.

### **CORE RESPONSIBILITIES:**

- Construction Process
  - Supervise and coordinate all aspects of building assigned houses in an efficient and safe manner.
  - Maintain quality standards.
  - Ensure the correct permits and inspections are obtained at the appropriate phase of each build.
  - Build and maintain relationships with subcontractors, vendors, skilled and unskilled volunteers in order to complete the construction process.
  - Communicate directly with subcontractors for scheduling of work activities. Coordinate with Project Manager for subcontractor scope of work commitments and cost management.
  - Monitor subcontractors to ensure compliance with design criteria and specifications.
  - Work with Project Manager to plan for each work day to ensure that all necessary resources, material and labor are available to accomplish the days tasks.
  - Maintain daily logs.
  - Monitor general building supplies and work with the Project Manager to replenish as needed which may include picking up materials when needed. Communicate needs ahead of time.
  - Compliance with project recycling requirements.
  - Ensures proper erosion control standards are maintained on all sites at all times
- Carpentry/Construction Labor
  - Provide construction labor and skilled carpentry labor as needed to ensure the schedule is met in a safe environment and in a quality manner.
  - Responsible for other tasks as required for successful completion of construction projects and management of resources including wearing a tool belt and working onsite as needed.
- Schedule & Cost Management
  - Maintains build schedules, schedules inspections, coordinates daily work activities and creates strategies to ensure houses are completed by the scheduled completion date.

- Collaborate with COO to maintain the master projects schedule that is reviewed with Home Office team and Board of Directors.
- Work with the Project Manager to manage a 3-week look ahead schedule to plan material ordering and subcontractor procurement needs. Longer lead items may require longer term procurement planning.
- Work with the COO and Project Manager to develop strategies to maintain the project budget; work with Project Manager to reconcile invoices as needed.
- Safety & Security
  - Maintains Habitat Competent Person status.
  - Oversees safety training of all site personnel and ensures compliance with the Construction Safety Program & OSHA standards.
  - Enforce required safety practices – ensure safe use of equipment and/or protective measures for staff and volunteers.
  - Maintain an incident report and immediately report any incidents to Chief Operating Officer.
  - Prioritize a clean work site.
  - Manages the security of the site, materials and tools and ensures site personnel follow property security expectations.
- Volunteers
  - Act as an ambassador of Habitat for Humanity by and recognizing volunteers for the importance of their work.
  - Work with the Volunteer Coordinator to develop volunteer work tasks prior to the start of the volunteer build day.
  - Working with the Volunteer Coordinator ensure volunteer work tasks are appropriate for the skill level of the volunteer.
  - Work with and train volunteers in the safe usage of tools and equipment to prevent both injury and damage.
- Interpersonal Skills/Culture
  - Build and foster positive relationships with Construction staff, Home Office staff, home-buyers, volunteers (faithful crew, red hats, volunteer groups), neighbors, vendors and subcontractors.
  - Monitor self-performance and work towards professional development goals as agreed upon with the supervisor. This includes taking the initiative to identify opportunities for professional development that will enhance the position and organization.
  - Maintain professional, discrete communication and does not pass along information that may be considered private and protected information to partner families, volunteers, donors, vendors and other staff.
  - Commitment Habitat for Humanity's mission and honor Fort Collins Habitat for Humanity's Values by demonstrating actions that support the values.

#### **KNOWLEDGE & SKILLS:**

- Ability to balance leadership responsibilities while being a self-starter with the ability to work independently.
- Works as an effective and proactive team player. Collaboration, networking and relationship-building skills.
- Able to identify, evaluate, problem solve and give direction regarding problem resolution for individual and department-wide issues. Position requires an ability to effectively manage conflict.
- Makes decisions and solves problems independently and effectively. Ability to think and act decisively.
- Exceptional communication skills.
- Positive, optimistic outlook that fosters an upbeat work environment.

#### **EDUCATION, EXPERIENCE:**

- HS diploma or equivalent required, with significant residential construction experience.
- 5-10 years residential construction experience.
- Thorough understanding of the residential home construction process.
- Knowledge of applicable residential building codes.

- Experience working with Fort Collins Building Officials preferred.

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

- Ability to work effectively in both office and construction site environments.
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- Ability to adequately traverse a residential construction job site; climbing, jumping, lifting, carrying (minimum 50 lbs.) or other similar activities as required.
- Ability to evaluate completed construction tasks/stages for their correctness.
- Ability to communicate assigned tasks or to convey information to staff and volunteers.
- Ability to maneuver typical construction site obstacles.

**WORK ENVIRONMENT AND CONDITIONS:**

- Exterior working environment during a variety of weather conditions.
- Ability to drive all construction vehicles and pull trailers as required.
- Ability to work long hours on feet in a fast-paced environment.

The above outline of duties is not arranged in order of priority. These duties are not meant to restrict initiative, but rather to describe minimum activities. Those duties will from time to time be altered by the COO or Executive Director/CEO to suit the needs of the organization.

**SALARY RANGE:**

\$80-95K depending upon experience

Please submit resume and cover letter including three references to Sara Coutts at [scoutts@fortcollinshabitat.org](mailto:scoutts@fortcollinshabitat.org).

*An Equal Opportunity Employer, Fort Collins Habitat for Humanity does not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.*

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**About Fort Collins Habitat for Humanity**

Fort Collins Habitat for Humanity is part of a global, nonprofit housing organization operated on Christian principles that seeks to put God’s love into action by building homes, communities and hope. Fort Collins Habitat is dedicated to eliminating substandard housing in the Fort Collins area and worldwide through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions.

Habitat for Humanity was founded on the conviction that every man, woman and child should have a simple, durable place to live in dignity and safety, and that decent shelter in decent communities should be a matter of conscience and action for all. As an affiliate of Habitat for Humanity International, we abide by all the global guiding principles but also by a set of locally adopted principles that reflect who we are and our goal of building 50 More Homes by 2020.

1. **Christian homebuilder & provider of housing support services.** Other purposes will be pursued only with Board input and approval.
2. **People focus.** We seek to treat people as we want to be treated.
3. **Needs driven.** We seek to grow to address a growing need for safe, affordable housing.
4. **Safety.** Safety for homeowners, staff and volunteers guides our decisions and actions.
5. **Capacity & Sustainability.** We develop people, processes, land and funding to enable ongoing pursuit of our mission.