



**POSITION DESCRIPTION**

<i>Title:</i> <b>Construction Supervisor</b>	<i>Employment Status:</i> <b>Full Time, At-Will</b>
<i>Department:</i> <b>Construction</b>	<i>FLSA Status:</i> <b>Non-Exempt</b>
<i>Reports to:</i> <b>Construction Superintendent</b>	<i>Supervises:</i> <b>Volunteers</b>

**MISSION:**

“Seeking to put God’s love into action, Pikes Peak Habitat for Humanity brings people together to build homes, communities, and hope.”

**GENERAL DESCRIPTION:**

The Construction Supervisor is responsible for supervising volunteers in building residential structures from foundation through final construction (receipt of Certificate of Occupancy). This position reports to the Construction Superintendent.

**CORE RESPONSIBILITIES ON SITE:**

- Responsible for leading groups of volunteers in the construction of Pikes Peak Habitat for Humanity homes and external homeowner-occupied residential repair and deconstruction projects.
- Responsible for teaching all aspects of building skills from safety to clean up.
- Assist in the planning and preparation for daily activities on the construction site.
- Responsible for construction site safety.
- Assist with inventory of materials and tools to make sure we can accomplish all tasks necessary on our construction site.

**KNOWLEDGE & SKILLS:**

- Ability to balance leadership and management roles within a growing department and between departments. Self-starter and ability to work independently.
- Solid knowledge of residential construction and volunteer supervision.
- Successful leadership experience and ability to manage multiple projects simultaneously.
- Work as an effective and proactive team player with strong 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.
- Knowledge of creating and following scope of work; correctly interpreting blueprints and completing construction per blueprints; understanding ILCs, grading and soils reports and assuring excavation is per soil reports.
- Make decisions and solve problems independently and effectively and take ownership of mistakes in a timely and professional manner. Ability to think and act decisively.
- Exceptional communication skills.
- Excellent interpersonal skills with diverse types of people.
- Positive, optimistic outlook that fosters an upbeat work environment.

- Ability to manage multiple projects simultaneously.
- Maintain professional, discrete communication and do not pass along information that may be considered private and protected information to partner families, volunteers, donors, vendors and other staff.
- Enhance the department's culture by reinforcing core values and fostering a positive work environment.
- Maintain a working knowledge of best practices and significant developments and trends in the field of residential construction.

**EDUCATION AND EXPERIENCE:**

- HS diploma or equivalent required, with significant residential construction supervisory experience. BA/BS preferred.
- One (1) or more years of direct on-site experience with increasing responsibility in an applicable setting.
- Contractor C License preferred.
- Thorough understanding of and project management experience in the residential home construction process.
- Knowledge of applicable residential building codes.

***Required:***

- Reliable transportation, a valid driver's license, current auto insurance and a good driving record.
- Exceptional attention to detail.
- Must pass a Criminal Background Check and Sexual Offender Check.
- Excellent interpersonal skills to establish, build, and maintain effective working relationships with colleagues, board / committee members, volunteers, and individuals from diverse faith beliefs.
- Respectful of individuals from a variety of cultural and religious backgrounds and able to treat their beliefs with dignity.

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

- Ability to work effectively in residential repair, deconstruction, and construction site environments.
- Ability to travel to and from meetings or 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:**

- This is a full-time position Tuesday-Saturday 8am-4:30pm.
- Exterior working environment during a variety of weather conditions.
- Ability to drive all construction vehicles as required and be insured.
- Able to drive in metro area to reach construction sites.

**EQUAL EMPLOYMENT OPPORTUNITY:**

Our commitment to Equity, Diversity, and Inclusion in the Workplace: Pikes Peak Habitat for Humanity is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply and are considered for employment on merit alone without regard to race (including characteristics associated with race such as hair texture, hair type, and protective hairstyles), color, religion, sex, sexual orientation, gender identity, transgender status, national origin, disability, pregnancy, age (40 or older), genetic information (including

family medical history), marital status, military status, lawful conduct outside of work, membership or non-membership in a labor organization, or status in any other group protected by federal, state or local law.

#### **COMPENSATION AND BENEFITS:**

- The hiring range for this position is projected to be \$25.00 to \$32.00, depending on experience.
- All full-time Pikes Peak Habitat for Humanity employees are eligible for the following employee benefits:
  - Medical/Life/Dental/Vision Insurance/401(k) Retirement Program with employer match up to 4%/Accrued Vacation and Sick hours/Paid holidays.

#### **APPLICATION TIMELINE & INSTRUCTIONS:**

- Position will remain open until filled.
- Apply on our website at [pikespeakhabitat.org/employment](http://pikespeakhabitat.org/employment).
- Upload C.V./Resume.
- Upload cover letter explaining how you meet/exceed the position's preferred levels of education and experience contained within this job description.
- **NO PHONE CALLS, EMAILS OR PERSONAL INQUIRIES.**

#### **ABOUT PIKES PEAK HABITAT FOR HUMANITY:**

Habitat for Humanity, founded in 1976, is a global, Christian-based nonprofit organization that grew out of an intentionally multi-racial community in rural Georgia. Locally, Pikes Peak Habitat for Humanity was established in 1986. Seeking to put God's love into action, Pikes Peak Habitat brings together people of all faiths and people of no faith to build homes, communities, and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability, and self-reliance they need to build better lives for themselves. Pikes Peak Habitat seeks individuals who have a willingness to affirm these principles and values.

At Pikes Peak Habitat for Humanity, we embrace a history rooted in creating equity and take our mission seriously by courageously committing to a culture and workplace where all staff feel safe, welcome, visible, respected, supported, and valued. As an equal opportunity employer, we realize that our success depends upon building an inclusive workforce of diverse perspectives and encourage people of varied races (which is inclusive of traits historically associated with race, including, but not limited to, protective hairstyles and hair texture), ethnicities, national origins, tribes, religions, ages, gender identities and expressions, genders, sexual orientations, marital statuses, disabilities, veteran/reserve national guard statuses, socio-economic statuses, thinking and communication styles to work with us.

We also require that all staff take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening and will be held accountable for upholding our policies around ethical behavior, including safeguarding and whistleblowing.