

Job Title: Site Supervisor- Construction

FSLA: Salary – Non-Exempt, must be available to work Saturdays as needed. \$25.00 - \$30.00 per hour.

Position Summary: The Site Supervisor will report to the Project Manager. The Construction Site Supervisor in accordance with the affiliate’s mission, vision and core values provides supervision and training of volunteers performing work at a HFHGTR job site. The Site Supervisor is responsible for completing the build per building code, controlling the project site, ensuring safety and order is maintained and that volunteers and sponsors have a positive experience. The Site Supervisor coordinates with the Project Manager to ensure all materials and trade contractors are on site as needed, in order to meet the schedule and budgets as projected.

Job Qualifications:

- Experience in construction/contracting business
- Experience and Knowledge of Carpentry Skills
- Current Builder License preferred
- Management experience preferred
- Communicate effectively and consistently
- Ability to foster team building
- Ability to lift 50 pounds. Work will require climbing ladders, considerable standing, bending, kneeling and reaching in awkward and tiring positions.

Essential Duties:

- Oversee construction work performed at HFHGTR work sites, review project details before construction begins, regularly communicating and coordinating work with the Project managers to meet schedule.
- Continually monitor job sites and to provide job progress to the Project Managers daily.
- Set up site at start of work day and clean/shut down at end of work day. Shut down Includes being responsible for the security of the homes, materials, and equipment on a daily basis. Any theft or vandalism of tools, trailers, vehicles, the home or materials, must be reported to the Project Manager.
- Conduct daily shift orientation which shall include safety awareness, HFHGTR info, a form of devotion (or to encourage others to lead) and convey relevant work information for the day’s project.
- Direct, train and encourage volunteers in various construction tasks, incorporate every individual on the site in a positive and productive manner and ensure a positive volunteer experience
- Develop weekly log of work tasks along with daily punch list to prepare for upcoming work
- Determine one week in advance materials needed on site. Communicate to Project Manager.
- Communicate with trade contractors regarding project progress needs for the site and scheduling
- Develop relationships and goodwill with neighbors on site as well as community members.
- Support HFHGTR in developing new Site leaders (core volunteer, contracted, student or AmeriCorps) by providing positive leadership the “Habitat way”.

- Perform warranty work, weatherization projects home preservation Projects, and critical repairs as scheduled by the Homeowner Service Manager.
- Promote the mission, vision and values of HFHGTR and other duties as assigned.
- Receive and maintain professional development training necessary to fulfill the minimum standards of the Essential Responsibilities
- Attend specific workshops, seminars, conferences, and trainings on diversity, inclusion, intercultural competency, increasing racial equity, or alleviating racism on an annual basis.
- Attend home dedication ceremonies as able or any other related ceremonies.

Scope of Authority:

- Authority to make decisions related to functionality of build sites once construction is in progress.
- Authority to purchase materials or small tool needs in budget.
- Authority to supervise on site volunteers and trade contractors on site with regard to site safety and work performance.
- Authority to schedule trade contractors, inspectors, and material delivery as needed on site.

[To apply send your resume to Jobs@HabitatGTR.org](mailto:Jobs@HabitatGTR.org)

