



Job Title: Site Supervisor

Department: Construction

Reports To: Construction Project Manager

FLSA Status: Exempt

Manages: Volunteer Crew Leaders, Construction Volunteers (groups and individuals)

Work Schedule: Fulltime, Tuesday through Saturday

Starting Pay Range: \$25-\$30/hour dependent upon experience

Deadline: Open until filled

Summary: Site supervisors are responsible for directing and supervising all on-site construction and remodeling activities.

This position holds a key role in actualizing our mission to bring volunteers together to build homes for our community. The site supervisor manages volunteer build days and balances volunteer experience with production goals and is responsible for maintaining the highest safety and quality standards at the construction projects. The site supervisor must possess the ability and patience to teach and work with volunteers in all facets of home construction. It is critical the site supervisor can communicate effectively, but also be tactful and professional with all workers on the site. The site supervisor must accommodate first time volunteers, and experienced lead volunteers. The site supervisor promotes Habitat on the build site and should be able to speak confidently and comfortably about Habitat to groups onsite.

Qualified candidates should demonstrate excellent organizational skills and possess a strong attention to detail. Timeliness, patience, dependability, and an ability to work unsupervised are critical for this position. It is also important to be a team player and be open to new learning.

The site supervisor will oversee Habitat's high quality and sustainable construction practices. The site supervisor also assists the construction project manager in all aspects of site development and construction implementation such as work schedules and project management tasks including material logistics, permitting processes, scheduling and oversight of subcontractors, and inspection processes. The site supervisor should have an entrepreneurial spirit and be comfortable working in a resource thin environment.

Familiarity with construction terms, broad knowledge of all phases of residential construction and the ability to read blueprints required. Must understand and be able to train staff and volunteers on construction equipment and tool safety requirements. A solid working knowledge of the appropriate tools/equipment to use for the various construction tasks required.



PHYSICAL REQUIREMENTS

Required to lift 60-80 pounds on a regular basis and will experience frequent bending, squatting, lifting and repetitive motion. This position will be working outside year-round and must be adaptable to extreme changes in weather (e.g., heat, cold, wind, rain, etc.)

Essential Duties and Responsibilities (Other duties may be assigned):

- **Manage all on-site activities for residential new construction projects**
 - Manage both an inexperienced and experienced volunteer labor force
 - Help plan and manage a construction schedule
 - Learn and Present “Habitat 101” and give safety instructions to volunteer groups
 - Work with crew leader volunteers to maintain quality construction, safety and volunteer experience
 - Become an authoritative source on Habitat construction practices
 - Ensure tools and site support materials are available as needed

- **Manage Materials**
 - Create takeoffs for ordering materials and assist the construction project manager in managing delivery within the construction schedule
 - Verify material purchases when delivered to the site
 - Identify opportunities for improving quality, cost benefit, and ease of installation of all materials
 - Minimize material waste and manage construction waste diversion practices

- **Development**
 - Represent Habitat positively as the face of the organization
 - Assist construction project manager in identifying qualified volunteers for potential crew leader positions
 - Emphasize and foster a positive volunteer experience daily
 - Identify best practices for construction with volunteers and collaborate with other affiliates for streamlining and cost sharing

- **Manage Subcontractors**
 - Assist construction project manager with contractor procurement/bid processes
 - Assist construction project manager with scheduling of subcontractors
 - Ensure trades have a positive experience when working with FHFH
 - Monitor trades’ progress, quality and compliance with safety policy
 - Works with construction project manager to schedule and manage building inspections

Skills and Experience:

- Skills
 - General construction knowledge
 - Competent at speaking to small groups and in interpersonal interactions
 - Patience and ability to teach building techniques to inexperienced volunteers
 - Adaptability in a fluid construction environment
 - Willingness to work cooperatively with the construction project manager and other staff
- Experience
 - At least 1 year of residential construction/project management experience
 - Strong understanding of residential construction practices and processes
 - Volunteer management/leadership experience beneficial
- Licenses
 - Driver's license
 - Complete Habitat for Humanity's Competent Person certification within six months (online)

If you feel you are qualified and wish to apply for this position:

1. Submit a cover letter and resume to the attention of Laurie Staniforth, **via email at LStaniforth@flatironshabitat.org**. Flatirons Habitat for Humanity is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.