

## Construction Site Supervisor Position Description

Date: 11/17/2020

Reports to: Construction Director

Department: Construction

Classification: Full Time

### Purpose of the position:

The Site Supervisor oversees the construction activities that take place of their worksites. All volunteers, partner families and contractors take their direction from this person. The Site Supervisor is responsible for knowing what resources are necessary to complete all tasks onsite and has the ability to assign jobs to individuals throughout the day to accomplish such tasks. This position reports to the Construction Director.

### Expected Time Commitment

- Full-time position, 40 hours per week, Salaried
- Work week to include Monday through Friday or Tuesday through Saturday. Saturday work will be rotated between Supervisors.
- Evaluation at 90 days, 1 year and yearly thereafter
- Attend weekly construction / volunteer meeting – Approx. 1 hour
- Attend monthly Construction Committee meeting – Approx. 1 hour

### Essential Requirements

- Understand Habitat for Humanity: Site Supervisors are one of the most visible ambassadors for Habitat for Humanity, and as a result, they will be asked many Habitat-related questions from people onsite.
- Strong People Skills: A Site Supervisor must be patient, should maintain an air or confident enthusiasm about the work being done, and should strive to make the volunteer experience enjoyable and rewarding.
- Strong Supervisory Skills: The main task of the Site Supervisor is to supervise all work onsite, not necessarily do the work. They may join in and help those working during slower volunteer days or when no volunteers are present. They may also join in the building process during teaching moments with volunteers. (“A Site Supervisor with a tool in their hand is either training a volunteer or has no control on their site”)
- Construction Experience: They should have a working knowledge of residential construction, and have the confidence in that knowledge to effectively lead construction activities on the worksite.

## Responsibilities

- Responsible for the completion of all assigned tasks on your site
- Teach and demonstrate “Habitat’s” way to build a home to all volunteers
- Ensure affiliate safety procedures are being adhered to at all times. Teach tool use and safety to everyone and have an active role in morning tool talks.
- Oversee all tools being handed out every day and make sure they are all in safe working order.
- Maintain good group relations throughout the day.
- Engage in production work on the home you are assigned and ensure it does not interfere with instruction or supervisor duties.
- Perform other work as required by the Construction Director
- Work with volunteer department to make sure all necessary documentation is completed and handed in on time.
- Oversee the safety and cleanliness of your site and job trailer.
- Set daily construction schedules and coordinate all sub-contractor work

## Knowledge, Skills & Abilities

- 3+ years of carpentry experience in residential construction and rehab work
- Leadership experience
- Willingness to promote the mission of SCHFH by building simple, decent and affordable homes throughout Sussex County.
- Ability to multitask is a must for success.

## Work Environment / Physical Requirements

- Majority of work will be performed on building sites
- Ability to drive SCHFH trucks and occasionally pull landscaping or tool trailers
- Limited office work – must be proficient with operating a computer or other hand held device for operating job project software.
- Need to be able to stand for long periods of time and be able to lift 75lbs when necessary. You will also need to be able to climb a ladder to inspect roof work
- Must have dependable transportation, valid driver’s license and have a clean driving record.