



Site Supervisor Position Description

Date: 3/23/17

Department: Construction

Reports to: Construction Manager

Classification: Full Time

Purpose of the position:

The Site Supervisor is responsible for “hands-on” residential home construction at Sussex County Habitat for Humanity (SCHFH) construction sites. The Site Supervisor is also responsible for scheduling and leadership of Construction AmeriCorps, volunteers and partner family members, as well as project planning, site organization and safety, and property management. The main role of the Site Supervisor is to add support for the Construction Manager by ensuring that volunteers, homeowners and staff work in a safe, efficient and productive environment.

Essential Functions Include:

- Plan building activities and lead on-site workdays with skilled and unskilled volunteers and future homeowners on new construction sites and rehabs.
- Develop and implement a program that teaches volunteers and future homeowners the use of basic tools used on the construction site as well as safe building practices.
- Supervise, orient and train volunteers in basic construction skill and techniques.
- Manage all aspects of new construction at assigned sites.
- Work with current volunteer house leaders to make sure homes are completed within our deadlines and meet our building standards.
- Oversee, manage and schedule sub-contractors.
- Provide input and support to the Construction Manager on all project scheduling.
- Assist in planning and management of SCHFH Theme Builds.
- Assist Construction Manager in creating budgets and schedules for all future construction projects.
- Respond to all current homeowner’s repair issues according to our warranty program.
- Obtain building permits and ensure all local and county building codes are being met.

Knowledge, Skills and Abilities:

- Preferred, minimum of 5 years of carpentry experience in home construction and rehab work with a minimum of 1 year in a leadership role.
- “Hands-on” experience and knowledge with light construction from foundation to finish details on a home including plumbing, electrical and mechanical trades.

- 2 year minimum as a Construction Lead person, job superintendent or assistant to the job superintendent.
- Ability to read and interpret blue prints. Need to be able to adjust and make corrections on the job sites.
- Ability to teach construction methods with patience.
- Desire to develop future Habitat leaders.
- Ability to manage very large groups of volunteers of all ages.
- Must have dependable transportation and a good driving record.
- Ability to multitask is a must.
- Normal work week would be either Monday – Friday or Tuesday – Saturday.
- Work hours will fluctuate. Normal 8 hour shifts will fall between 7 -5. Availability outside the normal hours is a must during Emergency situations.
- Successful candidate will possess a temperament which will be suitable for the environment of a volunteer-run, nonprofit organization and the ability to create a work environment that is cheerful, productive and inclusive.
- Willingness to promote the mission of SCHFH by building and repairing simple, decent and affordable homes.
- Needs to be able to operate a computer and be able to send/receive emails. Experience with Word and Excel preferred.

Work Environment / Physical Requirements:

- Primarily in the field working on job sites.
- Ability to drive any SCHFH vehicles and tow tool trailers.
- Limited office work
- Need to be able to stand for long periods of time and lift at least 75 lbs. Will also need to be able to climb ladders to inspect roof and attic work.

Note: This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as needed or desired.

Application Process: Please send a letter of interest and resume to apply@sussexcountyhabitat.org. Include “site supervisor” in the subject line.