

Construction Site Supervisor

Reports to: Construction Director

Department: Construction

Classification: Full Time Tuesday-Saturday

Position Summary: The Site Supervisor oversees the construction activities that take place on 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.

Primary Responsibilities:

Construction Site Leadership:

- Responsible for the completion of all assigned tasks on your site.
- 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.
- 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.
- Oversee the safety and cleanliness of your site and job trailer.
- Set daily construction schedules and coordinate all sub-contractor work.
- Document daily progress using technology as directed.

Volunteer Leadership:

- Maintain good group relations throughout the day.
- Teach and demonstrate the Habitat way to build a home to all volunteers.
- Work with the volunteer department to make sure all necessary documentation is completed and handed in on time.
- Check in and check out all volunteers from construction site using technology.

Experience and Skills:

- 3+ years of carpentry experience in residential construction and rehab work.
- Leadership experience.
- Willingness to learn and promote the mission of Sussex County Habitat for Humanity
- Desire to contribute to a culture which embraces diversity, equity and inclusion

- Ability to multitask
- Strong People Skills: A Site Supervisor must be patient, should maintain an air of confident enthusiasm about the work being done, and should strive to make the volunteer experience enjoyable and rewarding.

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.

Equal Opportunity Employment

Sussex County Habitat for Humanity is an Equal-Opportunity Employer. SCHFH will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. SCHFH will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.