



Construction Supervisor

The Construction Supervisor is responsible for supervising the construction of new homes or the repair of existing homes, planning for daily operation and safety on the jobsite, instruction and supervision of volunteers and homebuyers, and scheduling contractors to complete work so projects remain on time and on budget.

Responsibility and Authority:

- The supervisor shall maintain a clean and safe work environment and manage issues of jobsite safety and security, for people and equipment.
- The supervisor shall oversee and direct the work of volunteers in their assigned area of service.
- The supervisor shall participate in project work along with volunteers including: layout, framing, installing cabinets, trim, windows, doors, siding, soffits, flooring, and other construction duties, as needed.
- When required to work on home repair projects, the supervisor shall prepare Scopes of Work by performing a whole house assessment, identifying potential health and safety hazards, and documenting in writing as well as with photos.
- The supervisor shall review building plans and specifications to be familiar with the steps to be taken to construct homes of high quality, at the lowest cost, and shortest time possible.
- The supervisor shall be responsible for providing a materials list to the Critical Home Repair Manager or the Construction Project Manager for their review and ordering.
- The supervisor shall place orders and code construction or repair related invoices on all houses within their service area, ensuring that this is done each Friday. This includes estimating the value of in-kind gifts and providing this information to the business office each Friday.
- The supervisor shall inspect and inventory the delivery of all material, checking against purchase orders.
- The supervisor shall schedule inspections with the proper jurisdiction.
- The supervisor shall schedule volunteers and subcontractors and coordinate their work.
- The supervisor shall also seek to identify, recruit, train and support volunteer construction crew chiefs and ensure that lead staff are CPR/AED certified and are trained as competent safety persons.
- The supervisor shall be responsible for having the right amount of materials and scheduling needed by volunteers or subcontractors.
- The supervisor shall organize, inventory, and maintain the affiliates trailers and tools assigned to him/her.
- The supervisor shall inspect each phase of work to determine that it is of acceptable quality and that each trade is finished on schedule.
- The supervisor shall be part of the team verifying plans, estimates, construction sheets, and report discrepancies to the Project Manager for new construction projects and the Critical Home Repair Manager for repair or rehab projects.
- The supervisor shall conduct follow-up visits to ensure quality of workmanship performed by subcontractors.

- The supervisor shall be responsible for working with the homebuyer or homeowner to answer questions that they might have about their home construction or repair as well as to ensure they understand proper and ongoing maintenance of the home.
- The supervisor shall coordinate with the homebuyer or homeowner a final walk through, assuring all punch list items are completed.
- The supervisor shall prepare the Homeowner Warranty/Information binder provided to each homebuyer at or prior to their home dedication.
- For new home construction, the supervisor shall be responsible for resolving warranty issues by completing outstanding tasks or coordinating with homeowners and subcontractors to ensure timely completion within the first year after sale. All work beyond 1 year after settlement is to be referred to the Critical Home Repair Manager.
- The supervisor shall be responsible for directing the work of an AmeriCorps volunteer when applicable.
- The supervisor may be asked to help in construction-related training tasks or completion of certain licenses or training as needed to advance the mission work of the organization.

REQUIREMENTS

- Minimum of 3 years construction management experience, with strong background in remodeling/rehabilitation.
- OSHA-10 Construction Safety and Health certification a plus.
- Experience in scheduling and managing subcontractors desired.
- Demonstrated planning and organizational skills, including the ability to anticipate tasks, set priorities, meet deadlines, and function smoothly under strict deadlines and shifting priorities.
- Team player with excellent personnel management skills and capacity to work with volunteers.
- Proven ability to manage a high-production schedule with multiple deadlines, in-house and outside resources, and interdepartmental coordination.
- Computer literacy with demonstrated experience in Microsoft Office (Word, Excel) and Internet.
- Able to respond to emergency situations calmly and effectively.
- Maintain a consistent professional image through dress, actions, and relationships with others, modeling Christian principles and Habitat values.

PHYSICAL DEMANDS

This individual is expected to be able to lift a minimum of 50 pounds regularly and up to 75 pounds occasionally. Position also requires working on a ladder and scaffolding, frequent bending, squatting, lifting, and repetitive motion. This position will occasionally be exposed to extreme weather conditions (e.g., heat, cold, wind, rain).

CERTIFICATE, LICENSES AND REGISTRATIONS

Drivers' license and clean driving record. Willingness to become lead safety certified which entails a 1-day training paid for by Habitat Choptank. CPR/AED training must be obtained within 60 days of employment. Required Lockton Safety Videos must be taken either prior to date of hire or within 30 days of employment. These on-line trainings, which Habitat will provide, include:

- ✓ Back Safety
- ✓ Fall Safety
- ✓ Preventing Slips, Trips and Falls
- ✓ Ladder Safety

HOURS/BENEFITS

Hours: Full-time 40 hour/week salaried position working Monday through Friday if focused on Repair work or Tuesday through Saturday if work involves new construction. Attendance at weekly construction team meetings, monthly Building Committee and Safety Committee, and monthly staff meetings is required at the office in Trappe, MD.

Compensation: 40 Hours per Week at \$25/hour - \$31/hour (\$52K - \$64K). Hourly rate will reflect experience, certifications, licenses, etc.

Benefits: Paid time off, paid health, dental, vision insurance for the employee, life insurance, short term disability, long term disability, and a matching 401K plan.

A job offer will be contingent upon successful completion of a criminal background and sexual offender registry check. Applications will be accepted until position is filled. As an Equal Opportunity Employer, Habitat encourages candidates of all backgrounds to apply for this position.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature: _____

Date: _____