



<i>Title:</i> Construction Site Supervisor	<i>Employment Status</i> Full-Time
<i>Department:</i> Construction	<i>Status:</i> Non-Exempt
<i>Reports to:</i> Construction Director	<i>Supervises:</i> None

POSITION DESCRIPTION:

Under the direction of the Construction Director, this position is responsible for overseeing day-to-day operations on CVHFH’s various construction sites, which include new construction, home rehabilitations, and repair projects. This position has responsibility for engaging, managing, and coordinating with the on-site construction team, including crew leaders, AmeriCorps members, Habitat homebuyers, general volunteers, sub-contractors, developers, city inspectors, and others. Additionally, the Construction Site Supervisor will assist with leading other broad functions of the construction department, including but not limited to budgeting, scheduling, bidding of labor and materials, long-range planning, warranty work, volunteer coordination, community partner and homeowner relations, and warehouse management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage all aspects of CVHFH’s new construction, rehabilitation, and repair projects.
- Coordinate on-site construction activities, in cooperation with other relevant staff and volunteers.
- Assist in the development of the construction schedule and manage sites in accordance with the schedule.
- Lead CVHFH’s daily “morning circle” and safety briefing.
- Ability to lead a group of unskilled individuals on the construction site, displaying patience and teaching correct construction methods, while maintaining project quality.
- Advise Construction Director regularly on activities and issues related to active construction sites to include scheduling, accident reports, sub-contractor issues, etc.
- Maintain a safe, volunteer-friendly work site at all times, enforcing safety guidelines whenever necessary.
- Ensure quality construction is maintained in compliance with standards set by Habitat for Humanity International, CVHFH, and local authorities.
- Coordinate home inspections with appropriate city authorities, energy raters, etc.
- Conduct walk-through inspections with future families.
- Complete and/or coordinate all ongoing home warranty work with direction from Construction Director.
- Help maintain functional inventory of tools and supplies; assist in the maintenance and organization of CVHFH’s construction warehouse.

- Work within board-approved budget under direction of the Construction Director.
- Assist in the development of the annual construction plan and budget in conjunction with Construction Director.
- Attend construction committee meetings, as well as construction planning and regular staff meetings.
- Assist in the recruitment and development of skills-based volunteers.
- Assist in the planning and execution of various special projects and events.
- Other duties as assigned by the Construction Director and/or Executive Director.

REQUIREMENTS/QUALIFICATIONS:

- Residential contracting license and some technical/vocational education highly preferred; bachelor's degree is a plus.
- At least two years managing commercial or residential construction; proficiency in managing different types of projects.
- Demonstrated planning and organizational skills, including the ability to anticipate tasks, set priorities, meet deadlines, and adapt to shifting priorities.
- Strong team player with demonstrated ability to manage personnel.
- Strong interpersonal skills and the ability to work well with volunteers, always providing exceptional customer service.
- Ability to work independently as well as collaboratively and effectively with and among diverse populations and personalities.
- Ability to stand and walk for long periods of time; exposure to heat, wind, rain, and snow; climb a ladder; drive trucks and construction equipment; lift 75 pounds.
- Excellent verbal and written communication skills in individual and group settings.
- Strong computer skills, to include proficiency in Microsoft Office and basic internet functions; experience with project management software is a plus.
- Ability to work evening and weekend hours, willingness to regularly travel within Linn and Benton County service area and occasionally statewide.
- Valid driver's license and acceptable driving record.
- Commitment to Habitat for Humanity's mission and principles.

REQUIREMENTS/QUALIFICATIONS:

- Applicants should email their resume and cover letter to careers@cvhabitat.org.