Position: Habitat Construction Supervisor

REPORTS TO: Manager of Construction Services

POSITION SUMMARY:
The Construction Supervisor, under the guidance of the Manager of Construction Services, is responsible for coordinating all aspects of the building process including permits, planning, scheduling, site management, volunteer supervision and training, subcontractor management, material management, and quality control for building, rehabilitation, or repair of simple descent and affordable homes in partnership with families in need.

Primary Relationship:
The position reports to the Manager of Construction Services.

Outside the organization the construction supervisor may coordinate with local town officials, Habitat Families, current and prospective volunteers, subcontractors, and vendors, under the direction of the Manager of Construction Services.

The Construction Supervisor shall communicate to ensure that schedules, activities, policies, and procedures are understood and implemented across the organization.

Qualities of a successful candidate

- Understands the mission of Habitat for Humanity.
- Presents a positive image of Habitat to the public.
- Demonstrates an understanding of the role of volunteers in Habitat’s mission.
- Possesses the capacity to lead and direct volunteers in a positive, upbeat manner.
- Works in sensitive program areas with tact and confidentiality.

Responsibilities and Duties:
The Construction Supervisor shall promote the mission and positive image of Habitat for Humanity of Eastern Connecticut (HFHECT) within the organization and in the community.

The Construction Supervisor in coordination with the Manager of Construction Services is to:

1. Be responsible for overall job site safety, ensuring that volunteers and subcontractors are adequately briefed on safe work practices and the sites are frequently monitored for safe work practices.
2. Be responsible for all necessary job site safety paperwork and training.
3. Review plans, specifications, and materials to coordinate the construction of quality homes in accordance with the standards of the affiliate and the "Habitat House Design Criteria."
4. Follow the budget and build schedule within the HFHECT build plan.
5. Help prepare paperwork for all necessary permits for construction projects.
6. Ensure that all necessary inspections are implemented by city or town officials.
7. Ensure that all necessary inspections are implemented by energy raters as applicable to the job.
8. Ensure that all checklists for energy star and other applicable organizations are implemented and kept up to date throughout the building process.
9. Ensure that the items on the HFHECT Build Schedule are implemented and completion dates kept up to date.
10. Assist in hiring and coordinate the work of all subcontractors.
11. Obtain all necessary bids for materials and subcontractor work.
12. The construction supervisor is responsible for coordinating the delivery of all material and ensuring the proper materials, tools, and safety equipment necessary for the day’s work schedule is on site at the start of the work day.

13. Inspect each phase of work to determine that is of acceptable quality and that it is done within the HFHECT build schedule.

14. Be responsible for handling warranty issues in a timely manner.

15. Coordinate the maintenance of all buildings and facilities owned or rented by HFHECT.

16. Manage the maintenance, repair, and organization of all HFHECT tools, equipment and construction vehicles.

17. Maintain the overall appearance and organization of the shop facility and exterior storage at the shop facility.

18. Maintain the overall appearance and organization of the build sites and site signs.

19. Coordinating with the Director of Construction Services, direct the upcoming volunteer disbursement to the construction sites as needed. On workdays keep the cancellation line up to date.

20. Make sure that all volunteers on the worksite are engaged in a happy productive task and are learning new skills as much as possible.

Qualifications

- Well organized, flexible and must enjoy the challenges of a wide variety of responsibilities.
- Knowledge of Building Industry Standards
- 3 Years experience on residential new construction and renovation projects in a volunteer environment
- Attention to detail and the ability to prioritize and manage multiple projects simultaneously.
- Upbeat, positive, outgoing, personable and able to relate well with diverse groups.
- Excellent written and verbal communication skills, strong decision making ability.
- Ability to take initiative, multi-task & work well under pressure.
- Demonstrated ability to work independently with little or no supervision at times.
- Flexible, proactive, resourceful and efficient, with a high level of professionalism.

Requirements:

- Demonstrated proficiency in building concepts
- Valid Driver’s License and maintain a good driving record,
- Ability to perform on a construction site, stand long periods, climb ladders, kneel, bend, etc
- Ability to lift heavy equipment or supplies, and operate construction machinery
- Requires a high school diploma. Some college preferred.
- Minimum of three years experience in building/renovating homes; ideal candidate has volunteer management experience in a construction setting.
- A commitment to the mission of Habitat for Humanity.
- Must pass Criminal Background Check and Sexual Offender Check.
- Must have a valid driver’s license and maintain a good driving record.

Status

Part Time, 9 Hours weekly, Saturdays required, other hours flexible. Rate is $21.00 per hour. Service Area – Windham County.

Please submit cover letter, resume to finance@habitatect.org and please include “Construction” in the subject or mail to Construction Supervisor, HFHECT, 377 Broad Street, New London, CT 06320.

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