

CONSTRUCTION SITE SUPERVISOR POSITION DESCRIPTION

Houston County Habitat for Humanity

Status: Contractor
Supervisor Executive Director
Evaluation 90 Days; Annual
Salary \$1,200 per house

Position: The Construction Site Supervisor is responsible leading volunteers on the construction site for all phases of house construction for Houston County Habitat for Humanity.

Job Conditions: The normal workdays are Saturday from 8:00 am to approximately 4:00 pm. If volunteers are available on other days, at the discretion of the construction site supervisor, work may continue whenever possible. Must coordinate with the Construction Project Manager during the week to be ready for Saturday construction. Occasionally may need to meet with inspectors or sub-contractors during the week.

Experience Desired: At least 10 years experience in the construction trades.

Skills Required:

1. Well grounded in construction fundamentals and local building code requirements
2. Sound knowledge of all aspects of residential construction
3. Solid ability to read and interpret architectural plans
4. Possess or be able/willing to obtain a State of Georgia residential contractor license

Skills Desired

1. Demonstrated leadership skills – especially with volunteers
2. Comfortable using voicemail and communicating via cell phone and email
3. Proficient with MS Excel and MS Word

Responsibilities:

1. Coordinate regularly with the Executive Director, Construction Committee Chair, and Construction Project Manager
2. Attend Construction Committee meetings – usually 2nd Tuesday of each month at 6 pm
3. Coordinate with Project Manager to obtain building permits and water/sewer connection
4. Coordinate with Project Manager to develop a construction schedule and adjust as necessary
5. Lead construction on volunteer work days – usually Saturday
6. Clearly convey job requirements and expectations to volunteers and sub-contractors.
7. Maintain quality construction standards
8. Ensure a safe work-site by implementing the HoCo Habitat Safety policy; deliver safety briefing at the start of each work day
9. Learn Habitat philosophy and be able to explain it to volunteers as well as lead the occasional morning devotion