



Position Title: Senior Construction Supervisor

Department: Construction

Reports to: Director of Construction

FLSA Status: Exempt

Date: November 5, 2024

Essential Duties and Responsibilities

- Daily preparation of the work site including gathering materials from the warehouse or a vendor prior to the arrival of volunteers each day.
- Directly supervises volunteers, AmeriCorps service members, and tradespeople in new home construction, remodeling, and repairs.
- Responsible for completing hands-on construction with or without volunteers.
- Responsible for repairing work that has been completed below standards.
- Responsible for meeting all building codes, Energy Star requirements, and for the quality of construction.
- Responsible for meeting construction schedules and deadlines.
- Responsible for on-site safety of self and volunteers
- Schedules subcontractors as needed. Supervises the work of all subcontractors for the assigned home.
- Maintains material inventory and oversees vehicle and equipment maintenance.
- Creates schedules, task lists, and material inventory for the worksite.
- Responsible for an opening session each day where there are non-regular volunteers that includes a safety lesson(s), a daily devotional, a mention of how and why to donate to Habitat, and any announcements requested by other affiliate staff. Responsible for a site wrap-up each day that includes a thank you and clean up.
- Attends regularly scheduled construction team meetings and monthly all-staff meetings.
- Maintains a clean and organized work site, warehouse, and vehicles.
- Drives company vehicles to and from the worksite in a responsible manner.

- Maintains accurate records, time sheets, and receipts for materials.
- Responsible for assisting in training and orientation of new crew leaders – Site Supervisors, AmeriCorps service members, and Core volunteers that might serve as house leaders.
- Fill in, as needed and requested, for the Director of Construction during absences.

Qualifications and Education

- At least five years in home building and/or remodeling.
- High school degree or GED.
- Clean driving record satisfactory to Habitat's insurer and ability to drive Habitat vehicles.
- Skilled in reading and interpreting blueprints and specifications.
- Computer and email literacy.

Physical Demands

- Ability to climb, stoop, kneel, reach, walk, and stand for 8 hours at a time.
- Ability to lift heavy stock items (50 pounds).
- Ability to safely use power tools.

Working Conditions

- Position requires work in the field.
- May be exposed to outside weather conditions.
- May be exposed to building materials.
- Job will require travel to job sites.
- Work week is Tuesdays through Saturdays.