



Habitat for Humanity of Durham, Inc. Construction Department

Construction Supervisor

Part-time, Less than 30 Hours per week, Non-exempt, Hourly

Habitat for Humanity of Durham (North Carolina) is seeking an experienced and talented individual to serve as a Construction Supervisor. The successful candidate for the position will join a well-respected organization and will have the opportunity to build on the agency's 26-year history as one of the area's leading providers of decent, affordable homes that are built in partnership with people in need and communities that care. The successful candidate must possess a passion for the mission of Habitat while demonstrating a commitment to the mission and strategic vision of the organization.

Founded in 1985, Habitat of Durham has broken ground on nearly 270 homes for local families whose housing is unsound, unsafe or overcrowded. Habitat of Durham is part of a network of affiliates in some 3,000 communities around the world. Habitat's operating model is based on the concept of serving as both homebuilder and mortgage lender. By providing no interest loans, Habitat offers affordable mortgages to families that don't qualify for traditional loans. This financial model is made possible through generous contributions of volunteer labor, materials and money by supporters, as well as through the "recycling" of home owner mortgage payments.

Although the home ownership program is the core of its operations, Habitat of Durham works in other ways to advance its mission of creating safer communities while allowing families to build equity and achieve a brighter future. As part of transforming entire neighborhoods, the agency repairs, weatherizes and beautifies existing homes through a program called "A Brush With Kindness."

For detailed information on Habitat's history, programs and community impact, visit www.durhamhabitat.org.

General Function

A Construction Supervisor will be responsible for the implementation of assigned construction projects to support Habitat of Durham's mission of eliminating substandard housing in the community while adhering to Habitat core values and upholding the highest levels of safety, quality, and community partnership set by Habitat for Humanity of Durham (HFHD). Those Construction Supervisors will work closely with other Construction Supervisors, Fiscal Assistant, Americorps Members, Volunteer Manager, and will report to either the Construction Program Manager. The Construction Supervisor will work a flexible schedule of Wednesday – Saturday with special emphasis on Saturday work with volunteers.

Qualifications

The Construction Supervisor must be committed to the mission and vision of HFHD and Habitat for Humanity International. He/She will have successful experience in the construction of houses with a thorough knowledge of; sound construction procedures and standards, site maintenance, working with subcontractors, use of building materials, current building codes, and OSHA safe work practices. The ability to organize and communicate the work for his or herself, the construction staff, and volunteer crews, and the ability to motivate volunteers are essential qualifications. The Construction Supervisor must demonstrate a willingness and ability to work well with all types of people while fostering good relationships with co-workers, volunteers, homeowners, community members, inspectors/officials, and sub-contractors/vendors.

- Demonstrated experience leading volunteers in construction tasks.
- Minimum 2 years of experience working in the residential or commercial construction industry with hands-on construction experience. Green building and building science knowledge is a plus.
- Strong communication, planning, and organizational skills.
- Proficiency with computer systems including use of e-mail and MS Office suite.

Responsibilities

The Construction Supervisor is the most visible and consistent point of contact for home-buyers, sponsors, volunteers and community members. As such, they should be knowledgeable of the workings of HFHD and HFHI and able to work well in a team-oriented manner to the extent possible (for example, site safety is a matter of team work, but may also require direct intervention based solely on site supervision responsibilities). Construction Supervisors are responsible for sharing this knowledge regarding HFHD and HFHI while on the job-site or when in contact with people outside the organization. Additionally, the Construction Supervisor is responsible for maintaining a professional and enthusiastic attitude while on the job-site. They will ensure a positive and up-lifting experience for all volunteers that will encourage continued involvement with HFHD.

The Construction Supervisor will ensure that work progresses on assigned projects according to the prescribed schedules. They will regularly communicate the status of assigned projects to fellow Construction Supervisors and the Construction Program Manager. It is understood that the Construction Supervisor must utilize volunteers to complete the assigned work within the prescribed schedule.

The Construction Supervisor is responsible for opening and closing the job-site each day. This includes ensuring the site is accessible for inspectors and sub-contractors, is safe during business hours, and secured during off hours. Additionally, the Construction Supervisor is responsible for ensuring that all work done on assigned projects is done safely, in accordance with approved plans, building codes, and sound building practices. Work during non-business hours, including weekends, may be required periodically to support construction or other affiliate activities.

Primary Responsibilities

- Build positive relationships with Home-Buyers, Volunteers, Neighbors, Vendors, and Sub-Contractors.
- Educate, motivate, supervise and give recognition to volunteers as they work on assigned construction projects.
- Train volunteers in the safe usage of tools and equipment to prevent both injuries and damage.
- Instruct and supervise Americorps members.
- Implement the Construction Safety Program for each assigned project.
- Plan for each work day to insure that all necessary resources, material and human, are available to accomplish the days tasks.
- Update build schedules for assigned construction projects and communicate volunteer needs with Volunteer Dept. and Construction Program Manager.
- With assistance from the Construction Program Manager, schedule vendors and sub-contractors as needed to progress assigned projects
- Complete and turn in purchasing documents to the Construction Assistant in a timely manner.
- Inspect deliveries and sub-contracted work as to the quantity and quality and report back to the Construction Program Manager
- Communicate plan or take-off errors to the Construction Program Manager.
- Ensure proper maintenance, storage, and security of materials on the building sites.
- Ensure that all vehicles, tools, and equipment are securely stored during off hours.
- Clean and maintain vehicles, tools, and equipment. Periodically inspect vehicles, tools, and equipment (including ladders) to make certain they are in proper and safe working condition.
- Schedule and coordinate field inspections with the Inspections Department, Engineering Department, and Third Party Verifiers (SystemVision, and Green Building).
- Report on-site conditions and needs as required.
- Assist Construction Program Manager and Construction Director with other projects as needed.
- Foster an environment that serves Habitat's mission and upholds its core values including an environment of empowerment and accountability for homeowners, staff and volunteers working in construction activities.

Compensation

The Construction Supervisor's compensation will be commensurate with the experience and background of the successful applicant. Habitat for Humanity of Durham offers a competitive benefits package.

Application Process

To apply, send cover letter and resume to:

Habitat for Humanity of Durham - Construction Supervisor – PT Position,
c/o Satana Deberry, 215 N. Church St. Durham, NC 27701

or

sdeberry@durhamhabitat.org

Applications will be accepted until the position is filled.

Habitat for Humanity of Durham is an Equal Opportunity Employer.