



## Habitat for Humanity of Durham, Inc. Construction Department

### Job Description

#### **Construction Site Supervisor in Training** **Full-time, Tuesday – Saturday work week**

Habitat for Humanity of Durham (HFHD) is seeking a Construction Site Supervisor in Training. The candidate, new to construction and/or new to Habitat will be in training over a one to two year period and as skills progress will move into a Site Supervisor role with Durham Habitat. Site Supervisors lead on-site construction staff, direct the activities of skilled and unskilled volunteers, and schedule/oversee the work of paid sub-contractors. The Construction Supervisor in Training (CSiT) reports directly to the Construction Manager.

### Position Summary

Construction Site Supervisors are the most visible and consistent point of contact for homebuyers, sponsors, volunteers, and community members. As such, trainees will also need to understand and embrace Durham Habitat programs and principles. Site Supervisors in Training should be passionate advocates for Habitat and enjoy sharing their knowledge while on the jobsite and when in contact with people outside the organization. The Site Supervisor in Training is responsible for maintaining a professional and enthusiastic attitude on the jobsite.

With support from the Construction Manager, Construction staff, and the Director of Construction, the CSiT will learn to ensure an excellent volunteer experience for their volunteers, learn how their assigned projects progress and are completed overtime, on schedule and on budget. Consistent communication and teamwork will be critical to ensure this happens. The successful CSiT will have strong work ethic and will learn, over time, detailed techniques and principles of house construction from start to finish.

The CSiT will learn all the aspects of the Site Supervisor role. Working along side the Construction Manager and/or another Site Supervisor the CSiT will be responsible for arriving at the jobsite each day, on time, assisting in making sure the site is ready and accessible for inspectors and sub-contractors, is safe during business hours, and secured during off hours.

The position will be located on construction sites throughout Durham with a typical weekly work schedule of Wednesday – Saturday, and occasionally Sundays. This is a full-time exempt position with a minimum of 40 hours per week/10-hour days on site. Workweek duration can vary based on projects and goals.

### Primary trainee goals:

- Learn how to supervise, participate, and coordinate all aspects of building and/or remodeling assigned houses in an efficient and safe manner;
- Learn how to maintain build schedules, schedule inspections, coordinate and participate in daily sitework and activities, maintain quality standards, and ensure house(s) are completed by the scheduled move-in day.
- Ensure a safe jobsite always.
- Serve as ambassador for HFHD and its mission by ensuring an excellent volunteer experience.
- Educate, motivate, supervise, and give recognition to volunteers and AmeriCorps members as they work on assigned construction projects.
- Train volunteers in the safe usage of tools and equipment to prevent both injuries and damage.

- Build and foster positive relationships with homebuyers, volunteers, neighbors, vendors, and subcontractors.
- Update build schedules for assigned construction projects and communicate construction and volunteer needs with Volunteer Dept. and Construction staff.
- Plan for each workday to ensure that all necessary resources, material and human, are available to accomplish the day's tasks.
- Manage subcontractor process and progress on jobsite(s). Supervisor should work with management team to set and adjust scheduled subs as needed. Supervisor will inspect subcontracted work, ensure and signoff on quality, report needs or issues back to the team and ensure subcontractors adherence to building codes and green building standards.
- Manage materials onsite, inspect deliveries, order/acquire materials as needed, and communicate needs ahead of time to Construction Management team. Site will be kept clean and safe at all times.
- With assistance from the construction staff, schedule and coordinate field inspections with the Inspections Department, Engineering Department, and Third-Party Raters (SystemVision, Energy Star, and Green Building).
- Provide quality controls to meet Green Building Specifications.
- Ensure that all assigned vehicles, tools, and equipment are securely stored during off hours.
- Periodically inspect vehicles, tools, and equipment (including ladders) to make certain they are in proper and safe working condition.
- Implement the Construction Safety Program for each assigned project.
- Complete and turn in purchasing documents to Accounting in a timely manner.
- Assist HFHD and Construction team with other projects as needed.

## Qualifications

The successful candidate will have a desire to learn hands-on construction skills, leadership skills, be organized and able to plan and communicate with the construction staff and volunteer crews. The Construction Supervisor in Training 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 subcontractors/vendors. In addition, candidates should have:

- Minimum of 1 year experience in residential construction
- Physical abilities: lift 50 lbs., bend, squat, stand, kneel, stoop, climb ladders, crawl spaces, work on roofs.
- Ability and willingness to communicate in clear, open, and thoughtful manner.
- Strong planning and organizational skills.
- Ability to manage multiple projects and priorities at one time.
- Some familiarity with computer systems and phone applications including use of e-mail and MS Office suite. Ability to learn and utilize software or technology as required.
- Clean criminal background and driving record, must possess a valid driver's license, able to drive HFHD's pickup truck and up to 16ft trailer.

**To apply:** Send cover letter/resume to HR Manger at [workwithhabitat@durhamhabitat.org](mailto:workwithhabitat@durhamhabitat.org)

*Habitat for Humanity of Durham is an Equal Opportunity Employer.*

## About Durham Habitat

Durham Habitat is a community based low-income, housing developer which builds **homes, hope** and **community**. Founded in 1985 by a group of visionary leaders, Durham Habitat is an affiliate of Habitat for Humanity International (HFHI) and has built and rehabbed more than 300 homes in collaborative partnership with low-income, working families and other partners that care.

**Our Faith.** Founded on Christian values in 1985, Durham Habitat partners with those who share our ideals of love, respect, compassion, and justice for all. We welcome those of any faith - or no faith - to join us building homes, hope and community in Durham.

**We build and repair homes, and we deconstruct homes.** Habitat builds new homes, and we rehab existing homes in partnership with hardworking families in Durham and others that care. We repair homes for veterans and low-income, elderly neighbors, and our deconstruction program salvages and resells building materials from homes under renovation.

**We build hope.** Habitat homes are not given away, but are sold to low-income neighbors who do not qualify for traditional home loans. Lower construction costs, zero-interest mortgages, and green building principles keep our homes affordable for our partner families.

**We build community.** As we transform the lives of the families who buy our homes, we also transform Durham neighborhoods by stabilizing communities to make them safer and stronger. We work in partnership with the communities in which we build, and we embrace asset-based community development. Our volunteer programs bring Durham neighbors together across racial, class, and socio-economic divisions to make Durham a stronger community.