



Habitat for Humanity of Durham, Inc. Construction Department

Job Description

Construction Site Supervisor

Full-time, Tuesday – Saturday work week

Habitat for Humanity of Durham is seeking a Construction Site Supervisor to 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 (CS) reports directly to the Construction Manager and is responsible for managing the construction and/or rehabilitation of safe, decent, affordable housing in accordance with applicable building codes and to the technical and quality requirements of HFHD.

Position Summary

The Construction Site Supervisor is the most visible and consistent point of contact for home-buyers, sponsors, volunteers and community members. As such, they should understand and embrace Durham Habitat programs and principles. Site Supervisors should be passionate advocates for Habitat and enjoy sharing their knowledge while on the job-site and when in contact with people outside the organization. The Site Supervisor is responsible for maintaining a professional and enthusiastic attitude on the job-site.

With support from the Construction Manager, Construction staff and the Director of Construction, the Construction Supervisor (CS) will ensure an excellent volunteer experience for their volunteers and that their assigned projects progress are completed on schedule and on budget. Consistent communication and teamwork will be critical to ensure this happens. The successful CS will have strong attention to detail and will understand detailed techniques and principles of house construction from start to finish.

The CS is responsible for opening and closing the job-site each day, for making sure the site is ready and accessible for inspectors and sub-contractors, is safe during business hours, and secured during off hours. Additionally, the CS is responsible for ensuring that all work on assigned projects is done in accordance with approved plans, building codes, and sound building practices.

The position will be located on construction sites throughout Durham with a typical weekly work schedule of Tuesday – Saturday, and occasionally Sundays. This is a full-time exempt position with a minimum of 40 hours per week/ 8 hour days on site. Workweek duration can vary based on projects and goals.

Primary Responsibilities

- Supervise and coordinate all aspects of building and/or remodeling assigned houses in an efficient and safe manner; Maintain build schedules, schedule inspections, coordinate daily site work 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 Home-Buyers, Volunteers, Neighbors, Vendors, and Sub-Contractors.
- Update build schedules for assigned construction projects and communicate construction and volunteer needs with Volunteer Dept. and Construction staff.

- Plan for each work day to ensure that all necessary resources, material and human, are available to accomplish the day's tasks.
- Manage sub-contractor process and progress on jobsite(s). Supervisor should work with management team to set and adjust scheduled subs as needed. Supervisor will inspect sub-contracted work, ensure and sign-off on quality, report needs or issues back to the team and ensure sub-contractors 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 Construction Supervisor must be committed to Durham Habitat's mission and vision. They will have successful residential construction experience 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 successful candidate will have strong leadership skills and will be able to plan, organize and communicate with the construction staff and volunteer crews. **The ability to motivate volunteers and ensure a positive volunteer experience is critical.** 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. In addition, candidates should have:

- Construction knowledge and experience involving all aspects (carpentry, foundations, siding, roofing, skilled trades, finishing, painting, landscaping, etc.) of residential construction both remodels and new construction.
- Ability and willingness to work with, schedule, and manage sub-contractors on the jobsite.
- Understanding of green building principles and programs.
- Experience using and maintaining tools
- 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.

To apply: Send a cover letter and resume to HR Manager at 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 hard-working 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.