

CONSTRUCTION SITE SUPERVISOR POSITION DESCRIPTION

REPORTS TO: Construction Director

STATUS Full time, Permanent, Non-Exempt

OVERVIEW The Construction Site Supervisor's primary objective is to manage and lead volunteers and engage in the construction or repair of homes from framing to finishes. The volunteer experience is vital to the function of the organization and therefore this position requires excellent verbal communication skills, a positive attitude and strong awareness of utilizing volunteers' time efficiently. This position typically manages, on average, 20 volunteers independently and up to 60 volunteers with other staff for large event builds. Teaching construction tasks to unskilled volunteers and overseeing the quality of their work, making corrections as needed, are the day-to-day functions of this position. When volunteers are not scheduled, this position will continue to work onsite with other staff to ensure homes are complete through the final punch. Other duties include but are not limited to overseeing quality of work by subcontracted trades in the field, verifying quantities of materials delivered to the site are accurate, and collaborating with the Construction Director to meet deadlines. With safety at the forefront of everything done at the organization, it is imperative that this position always be aware of surroundings, quick to respond in the event of an accident, and conscious of any unsafe conditions that may arise.

The Supervisor will teach and lead by example, properly and safely operate common construction tools and equipment, and will be a positive representative of Beaches Habitat for Humanity.

ESSENTIAL FUNCTIONS *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Please note this job description is designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Provide brief safety training and general overview of each day's task to individual volunteers and/or groups.
- Educate volunteers on their task(s) for each day and ensure they fully understand appropriate techniques and safety protocols before allowing them to work independently. Maintain supervision of volunteers' work throughout the day and help those who appear to need assistance.
- If Crew Leaders are present onsite, ensure that they are given proper instructions and provided necessary tools to assist in leading volunteers.
- Provide labor for construction as necessary to assist in maintaining build schedule
- Ensure the proper quantity and types of tools required for the tasks are available to volunteers each day.
- Collaborate with Construction Coordinator to ensure an accurate quantity of materials are delivered in time for volunteer groups and trades as needed.

- Monitor quality of construction of the home through all phases with the Construction Director. Report any improper installations or poor quality of work by trades as needed.
- Participate in daily construction meetings.
- Provide weekly updates, at a minimum, to Construction Coordinator on build schedule, progress and milestone reports.
- Order and file paperwork as required throughout the various stages of construction.
- Communicate milestones and activities to other departments.
- Maintain a well-organized trailer and jobsite at all times.
- Ensure all homes are locked and secure each day before leaving the site.
- Lead activities and behaviors which promotes safety for staff, volunteers and subcontractors.
- Attend and participate in select affiliate events; responsibilities may include set up, cleanup, and engaging with attendees and informing them about the AmeriCorps program, our affiliate's mission and education programming, and how to become a volunteer and/or home owner.

SUPERVISORY RESPONSIBILITY

Crew Leaders and volunteers

EDUCATION AND EXPERIENCE

- Two- year degree preferred, high school diploma considered
- Minimum of two years rough carpentry or residential construction experience

COMPETENCIES

1. Framing & Carpentry Skills
2. CPR & First Aid Certification (will be provided if not current)
3. Habitat for Humanity Competent Person Certification (will be provided if not current)
4. Basic Software competency and ability to perform basic tasks on computer and mobile applications.

SKILLS

- Excellent verbal communication skills
- Enthusiasm, ability to work on a team and detail oriented
- Thorough understanding of residential construction practices in Florida
- Working knowledge of OSHA safety requirements
- Must possess a passion for Habitat's mission and purpose
- Must possess a valid Florida driver's license with clean driving record
- Strong knowledge of and experience with carpentry skills for the quality construction of homes from foundation to final finishes is required

WORK ENVIRONMENT

The primary location for this position is an active construction site with uneven terrain. The employee will work both indoors and outdoors during all types of weather. While performing the duties of this job, the employee may periodically be exposed to fumes or airborne particles, dust and debris, moving mechanical parts, vibration, and loud noise levels. The employee is occasionally exposed to a variety of extreme conditions at construction job sites that include inclement weather, heat, and humidity.

**PHYSICAL
REQUIREMENTS**

- Ability to be on one's feet for extended periods of time, often on rough and uneven terrain
- Ability to lift at least 50 lbs. on a regular basis
- Ability to work on ladders and heights of up to two-stories
- Ability to work in varying weather conditions – sites are often not heated during winter and not air-conditioned during summer
- Good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination

**EXPECTED
HOURS OF
WORK**

This position requires long hours and weekend work. The primary schedule is Tuesday through Friday from 7:00am to 4:30pm with a 45 minute lunch break and Saturday from 7:00am to 12:30pm.

TO APPLY

Please send resumes and cover letters to jobs@beacheshabitat.org All resumes will be reviewed upon receipt.

**OFFICE
LOCATION**

797 Mayport Road
Atlantic Beach, FL 32233

Beaches Habitat for Humanity, Inc. is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.