



Job Description

Construction Supervisor

Position Type: Full-time **Reports to:** Construction & Finance Director

Position Summary: Construction Supervisors oversee new construction, recycled Habitat homes and critical repairs of non-Habitat homes. They serve as the face of Habitat on our build sites, requiring strong construction skills as well as excellent interpersonal skills and ability to lead volunteers and homeowners in progress.

Responsibilities:

- Manage all components of assigned build projects including permitting, construction, subcontractor coordination, scheduling and punch lists
- Ensure any vehicle assigned for full time use is maintained properly, including inspections
- Provide leadership to subcontractors so work is performed in a timely manner
- Communicate effectively with staff to ensure all construction and ancillary objectives are met
- Communicate on an ongoing basis with the Construction & Finance Director to report progress and problems that may arise on all construction and repair sites
- Create, maintain and update the construction schedule as it pertains to assigned builds
- Assure that Habitat construction sites are in accordance with county/city/state codes, and adhere to the mission of Habitat for Humanity of the NC Sandhills
- Code bills for assigned builds in accordance with overall project and affiliate budget
- Train staff and volunteers about construction and appropriate safety measures
- Seek ways to improve building practices and find material cost savings opportunities
- Improve construction processes with the goals of going greener, recycling and reducing waste
- Assist in coordination and upkeep of the construction warehouse
- Act as a role model, spokesperson and positive leader for Habitat's mission on all construction sites
- Other duties as assigned by the Executive Director

Required Skills/Experience/Physical Requirements:

- Minimum 2-3 years of experience in construction and/or management
- College degree in related field and/or equivalent life experience
- Proficiency in using MS Word, Excel, and Outlook and can adapt to use of scheduling and management software
- Valid North Carolina driver's license
- General contractors license or ability to acquire one
- Able to lift 50lbs, to sit, walk, carry, push, pull, climb and bend.
- Able to work with temperature extremes, loud noises and other adverse working conditions associated with outdoor work