

# Construction Site Supervisor



January, 2022

## **Habitat for Humanity Capital Region**

Position: Construction Site Supervisor  
Reports to: Construction Director  
Employment Status: Full time, exempt  
Salary: Commensurate with experience

### **Organization Description**

Habitat for Humanity Capital Region (Habitat Capital Region) is a local and independently operated affiliate of Habitat for Humanity, located in Lansing, Michigan. Habitat Capital Region is a dynamic, progressive nonprofit organization that works to provide affordable homeownership opportunities, home repairs, and accessibility ramps to low- to moderate-income individuals and families in Ingham and Eaton County.

### **Position Description**

The Construction Site Supervisor's primary objective is to lead on-site construction, direct the activities of skilled and unskilled volunteers, and schedule/oversee the work of paid sub-contractors. The Construction Site Supervisor is responsible for opening and closing the job-site each day, making sure the site is ready and accessible for inspectors and sub-contractors, and ensuring the site is safe during business hours and secured during off hours. Additionally, they are responsible for ensuring that all work on assigned projects is done in accordance with approved plans, building codes, and sound building practices.

### **Primary Responsibilities**

Teaching construction tasks to unskilled volunteers and overseeing the quality of their work are part of the day-to-day functions of this position. The Construction Site Supervisor will teach and lead by example, properly and safely operate common construction tools and equipment, and will be a positive representative of Habitat Capital Region. The Construction Site Supervisor is responsible for maintaining a professional and enthusiastic attitude on the job-site.

When volunteers are not scheduled, this position will continue to work on-site with other staff to ensure homes are completed through the final punch. Other duties include but are

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not limited to overseeing the 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.

## Job Duties

- Supervise and coordinate all aspects of Habitat Capital Region's on-site construction operations in an efficient and safe manner, maintaining quality standards and ensuring house(s) are completed by the scheduled move-in day.
- Oversee and plan the daily construction activities on-site to include site preparation, construction, and site cleanup activities.
- Provide labor for construction as necessary to assist in maintaining build schedule.
- Provide brief safety training and educate volunteers on their task(s) for each day. Establish full understanding of appropriate techniques and safety protocols before allowing volunteers to work independently. Maintain supervision of volunteers' work throughout the day and help those who appear to need assistance.
- If Core Crew volunteer leaders are present on-site, ensure that they are given proper instructions and provided necessary tools to assist in leading volunteers.
- Arrange the proper quantity and types of tools required for the tasks are available to volunteers each day.
- Contribute to construction design, planning, budgeting, permitting, scheduling, and ensuring site safety in coordination with Construction Director and team.
- Manage materials on-site, inspect deliveries, and communicate effectively the on-site needs for construction materials and equipment, volunteer crews, and sub-contractors with the Construction management team.
- Manage and track construction schedules to ensure timely completion of projects and keep the Construction Director current on all construction and budget updates.
- Oversee and monitor subcontractor performance, inspections, and utility installation.
- Maintain records of site activities, personnel, and expenses as required.
- Confirm that all construction activities undertaken by the Organization are executed in compliance with all applicable laws and regulations as well as the Organization's policies and Habitat for Humanity International requirements.
- Ensure strict adherence with an OSHA compliant safety for all Habitat Capital Region construction sites/activities.
- All other duties as assigned or applicable.

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## Qualifications

### EDUCATION/EXPERIENCE

- Strong knowledge of and experience with carpentry skills for the quality repair and construction of homes from foundation to final finishes is required.
- Minimum of 3 years of experience in site supervision of residential construction.
- General Contractor's license preferred.

### SKILLS

- Ability to perform basic tasks on computer and mobile applications, such as Microsoft Office (Word, Excel), and Google Workspace (Gmail, Google Docs).
- Excellent communication skills, detail oriented, and personable.
- Significant experience in home and project construction, scheduling, and budgeting.
- Strong leadership skills with the ability to team-teach and work as part of a team.
- Ability to prioritize and work in a fast-paced, multi-functioning environment.
- Must possess a passion for Habitat's mission and purpose.
- Must possess a valid driver's license with clean driving record.
- This position could include occasional Saturday work.

### PHYSICAL REQUIREMENTS

- Ability to be on one's feet for extended periods, often on rough and uneven terrain.
- Ability to lift at least 50 lbs.
- 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.

*Habitat for Humanity Capital Region 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.*

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## To Apply

Thank you for your interest in working with Habitat for Humanity Capital Region to help build a community where everyone has a safe, decent, and affordable place to call home.

**Please submit your cover letter and resume to [info@habitatcr.org](mailto:info@habitatcr.org), and include the position title in the subject line.**