

## **Habitat for Humanity of Northern Fox Valley (Project Director)**

**Job Description: Construction Supervisor**

**REPORTS TO:** Construction Manager

**WORKS WITH:** HFH volunteers, house sponsors, subcontractors and staff members

**HOURS:** Full-time, 40 hours per week, Wednesdays and Saturdays mandatory, 85% of time on site, 15% on planning, preparing, office, meetings

### **Overall Responsibilities**

Understand Habitat for Humanity's programs

Accountable for managing and meeting all of the construction functions of a project

Ensure compliance with all Federal, State and Local laws, codes and ordinances

Assist in establishing a budget and schedule for the project, complete project on budget and on schedule, project ends with occupancy permit

Ensure quality construction, compliance with HFHNFV standards, manage site safety

### **Major Duties/Responsibilities**

#### **Planning/Scheduling**

- Develop and adhere to construction plans, standards and schedules to meet affiliate and sponsor goals
- Communicate schedule adjustments to HFH staff
- Be present at worksite on Wednesdays, Fridays and Saturdays
- Prepare list of construction tasks for workdays

#### **Volunteer Management**

- Teach non-skilled volunteers how to use tools and train them on the day's construction tasks
- Provide safety talk and be aware of safety hazards throughout the day
- Monitor the work done by volunteers to ensure construction quality
- Maximize volunteer usage

#### **Materials/Paid Labor**

- Develop take-offs, manage bids and place material orders as request by the Construction Manager
- Solicit in-kind donations of materials and labor
- Submit coded invoices promptly
- Manage subcontractors

#### **Public Relations/Fundraising/Partner Families**

- Explain Habitat mission, goals, programs, etc to volunteers, neighbors and the public as needed
- Cultivate relationships with crew leaders, donors and sponsors
- Help develop policies and procedures with HFH staff regarding construction, standards and safety
- Communicate standards and product choices to partner families and ensure compliance

### **Requirements and Skills**

Ability to work with volunteers, donors and sponsors and ensure they have a good Habitat experience

Ability to read construction drawings

Knowledge of all phases of construction

Ability to work effectively as a member of a diverse team in a manner which retains supporters

Ability to plan, organize and delegate

Ability to communicate in both written and verbal form

### **Working Conditions**

Site work requires broad mobility, ability to climb ladders to roof level and into foundations, ability to lift at least 100 pounds

Travel to construction sites and warehouses in own vehicle

Ability to drive vehicles with trailers, as well as bobcat and forklift preferred