



Holston Habitat for Humanity Construction Site Supervisor

Reporting to the Construction Manager of Holston Habitat for Humanity, the Site Supervisor works on the job sites for all HHFH construction programs to ensure the timely and quality completion of construction projects designed to create and retain permanent housing and homeownership opportunities for lower income persons in the area.

In addition to other duties as assigned, the Site Supervisor will be responsible for supervising reporting staff and volunteers through positive direction and training. The Site Supervisor will have direct contact with homeowners, other staff members, volunteers, and board/committee members.

Specific duties of the **Site Supervisor** include:

- Working directly on construction sites to ensure completion of quality and timely work
- Overseeing the Build Schedule for each house or project, scheduling and monitoring the time and work of Habitat employees, subcontractors, and volunteers
- Completing new construction, home repair and other construction jobs/tasks as assigned
- Coordinating with all onsite subcontractors to ensure completion of scheduled tasks
- Working directly with homeowners to complete final checklists, job close-out documents and other necessary paperwork; ensuring homeowner understanding and gathers signatures
- Assisting with managing inventory, maintaining tools and equipment, and ensuring necessary supplies for each job as assigned
- Maintaining needed tools and supplies and loading vehicles/trailers in preparation for each assigned job; ensures necessary items are available and on site on the set date
- Assisting with ordering job material to ensure that necessary items are on site
- Work closely with the Office Manager and Volunteer Manager to submit all invoices, worksheets, receipts, timesheets, and volunteer waivers
- Ensuring that the warehouse and tool trailers remain clean and organized
- Overseeing the safety and well-being of all job sites as assigned by the Construction Manager by practicing safe work practices and standards, ensuring the quality of all construction, and adhering to appropriate environmental standards
- Maintaining job sites in a manner that reflects a commitment to good stewardship and community partnership

This is a full-time, non-exempt 40 hour per week position. Employee will be expected to work Saturdays when volunteers are scheduled. Employer will provide vehicle for work use.

Benefits include 10 paid holidays, 16 days PTO, medical reimbursement program, employer-paid contributions to a SEP IRA account annually, and monthly reimbursement for cell phone use for work purposes. Salary is commensurate with experience.



Qualifications:

Holston Habitat for Humanity is a Christian, faith-based, non-profit ministry. An understanding and agreement with the mission of Habitat is extremely important. A commitment to developing and fostering a strong team, making safety a priority while adapting to changing priorities is a must. Organizational skills, knowledge of building materials, subcontract work and construction management skills are necessary, and at least 3 years in the construction industry are required. The position requires excellent verbal and written communication skills with individuals and groups combined with a love of working with a diverse range of people in a challenging and rewarding environment. Candidates with an interest in pursuing their Contractor's License, if they don't have it already, are preferred.