**POSITION DESCRIPTION**

**CONSTRUCTION SITE SUPERVISOR**

**DEPARTMENT:** Fayetteville Area Habitat for Humanity

**LOCATION:** 3833 Bragg Blvd, Fayetteville NC, 28303

**REPORT TO:** Construction Program Manager / Chief of Operations

**SUMMARY:** Responsible for overseeing, managing, and coordinating Fayetteville Area Habitat for Humanity’s (FAHFH) construction site project requirements, construction rehabilitation and home repairs, and construction management duties under the Construction Program Manager. Ability to work effectively with volunteers and families in the FAHFH homeownership and critical home repair programs. This position will report to the FAHFH Construction Program Manager and direct or perform the work of construction laborers, administration, and volunteers assigned to the construction projects. Major responsibility of position is to supervise construction related activities on the worksite, including site material acquisition and coordination. The construction site supervisor will perform other duties as assigned.

**PRIMARY RESPONSIBILITIES:**

*Construction Site Management*

* Coordinates and oversees the work of all sub-contractors, labor and materials for new home construction and home repair projects.
* Monitors the job site to ensure the correct amount of material and subcontractors are on the job at all times. Stores building materials in logical fashion to promote efficiency and safety.
* Inspects each phase of work to determine acceptable quality and that each trade is finished on schedule. Conducts checklist walkthrough prior to scheduling inspections to ensure a first-time pass and makes corrections as warranted, including “Green Building” and municipal inspections.
* Accountable for the safety and security of the job site IAW OSHA policies.
* Accountable for the job site until build completion and homeowner has signed the Certificate of Occupancy.
* Responsible for all workmanship follow-up work needed on the house (punch list) within reasonable and approved completion timelines.
* Establishes and abides by timetable for critical home repairs.

*Construction Project Administration*

* Provides progress reports to the Construction Program Manager and keeps logs of daily activity.
* Coordinates within the Construction Department for the purchase of materials.
* Coordinates the delivery of all material, verifying against purchase orders, and reporting to the Construction Program Manager.
* Responsible for invoices, returns and credits, supplying bills, and coordinating administration through the Director of Construction.
* Coordinates and secures permits and inspections within Construction Department with Construction Program Manager.
* Follows the contract and scope-of-work for each house and works with the family and Family Partner on an as needed basis.
* Reports any budget discrepancies to the Director of Construction prior to any expenditure not covered in budget.

*FAHFH Program Specific Duties*

* Provides adequate supervision and training of volunteers on the job site. This includes holding an initial meeting with the volunteers at the beginning of the workday to discuss the plan for the day and assigning appropriate number of volunteers for the tasks. This includes assuring that duties are not being performed by individuals of an inappropriate age group and may include hands-on training of unskilled volunteers.
* Train and supervise all on-site volunteers, Americorps members, and volunteer site supervisors in construction practices, safety, and adherence to FAHFH guidelines and policies.
* Demonstrates necessary skills to manage volunteers’ completion of assigned tasks, assigns tasks to volunteers based on skill levels and aptitude, while encouraging and nurturing volunteers during the work period.
* Coordinates and communicates with the Volunteer Coordinator to manage necessary volunteers for workdays. This position must communicate needs with Director of Construction for skilled volunteers in a timely fashion allowing sufficient time for Volunteer Coordinator to schedule such skilled volunteers.
* Works with the Family Matters Committee and the Family Services to ensure that families have an opportunity to finish assigned sweat equity hours.
* Performs other appropriate activities and duties as assigned.

**STANDARDS FOR MEASURING PERFORMANCE:**

* Achieve FAHFH project and repair goals relative to new and rehab construction.
* Manage volunteers and employees for best utilization in fulfilling objectives.
* Initiative and independent action demonstrated in handling tasks assigned.
* Self-starter and ability to work both independently and with other staff in a team environment.
* Demonstrated knowledge of construction and construction site management.
* Communicates and works effectively with a diverse population, varying in age, physical/mental health, lifestyles, cultural, and ethnic backgrounds.
* Completes required training to meet FAHFH operating procedures (e.g. Habitat Competent Person Training).

**REPORTING:** Provide daily, weekly, quarterly, and/ or annual reports to Director of Construction or Chief of Operations per reporting timelines.

**QUALIFICATIONS**:

* Proven experience in residential construction and at least two (2) years’ experience in new home construction preferred.
* Working knowledge in Microsoft Office, including Word, Excel and email.
* Knowledgeable of OSHA safety policies and safe construction site practices.
* Must have access to reliable transportation and have a valid, current ~~North Carolina~~ driver’s license.
* Experience in supervising and leading employees and volunteers, directing successful teams in construction project objectives preferred.
* Background check and Driver’s License verification required.

**PHYSICAL REQUIREMENTS:**

* Position requires routine exposure to adverse environmental conditions, such as weather, dust, heat, and noise.
* Ability to sit at a desk and use a computer for extended periods of time.
* Ability to stand for long periods of time.
* Ability to lift 50 pounds.

**JOB CLASSIFICATION:** Exempt

**HOURS:** Full time salaried position at 40+ hours per week, including some evenings and weekends. Must be flexible.

**SALARY**: Commensurate with experience and education. $42,000.00-$54,000.00.

**COVID-19 Considerations:** All new employees are required to follow FAHFH COVID-19 polices, based on CDC guidance, interpreted by the FAHFH senior staff. Vaccine and masks are optional within the affiliate.

Submit resumes with qualifications to: Rick@fayettevillenchabitat.org or apply through Indeed.com.

Rick Callaway

Fayetteville Area Habitat for Humanity

Chief Operations Officer

Rick@fayettevillenchabitat.org