

POSITION

Position: Construction Site Supervisor

Employment Class: Full-Time Exempt

Benefits: Paid Time Off, Paid Holidays, Health, Dental, Vision, & Simple IRA

Reports to: Construction Manager/Site Supervisor

Position Summary

The Construction Site Supervisor is responsible for managing and facilitate day to day operations of the construction site while adhering to safe and efficient building practices as well as honoring and implementing the mission of Habitat for Humanity of Flathead Valley (HFHFV).

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

Advocacy

- Embrace and communicate the mission, core values, and stories of HFHFV; the role of construction in its HFHFV ministry/programs; and the transformational results created with each house/project completed.

Construction

- Collaborate with the Construction Manager
 - Development of project plans and specifications.
 - Opportunities for advantageous building practices, construction material cost savings, and donations of professional labor and in-kind materials.
 - Schedule project work to include pre-construction, procurement, construction, and post-construction.
 - Offer corrective actions as needed to ensure housing products and services continually meet and/or exceed established HFHFV standards.
- Facilitate day to day operations as guided by the Construction Manager
 - Apply construction best practices and procedures.
 - Follow established annual construction and individual home project budgets.
 - Complete day to day operational tasks as assigned by Construction Manager.
 - Coordinate materials and supplies delivery and pick up times and locations.
 - Verify completion of all required subcontractor documentation contract, W9, contractors license, certificate of insurance for general liability and workers compensation prior to start of work.
 - Supply weekly construction reports to Construction Manager.
 - Function as on-site point of contact for vendors and contractors.
 - Review and submit all invoices, statements, and receipts to the Construction Manager.
 - Complete warranty work as scheduled.
- Maintain a working knowledge of best practices and significant developments and trends in the field of residential construction.

Safety:

- Safeguard employees, volunteers, and families have a safe, productive, and fun building experience with HFHFV.
- Follow the current list of safety rules and practices as required by OSHA, Habitat for Humanity International, and HFHFV.
- Understand and implement the emergency plan in case of accidents.
- Ensure all employees, volunteers, families, and construction trades/suppliers understand all safety rules and practices prior to entering construction site as well as maintaining all safety rules and practices throughout the workday.

Worker Supervision

- Manage construction employees, volunteers, and families on site to support building efforts.
- Provide mentoring and professional growth opportunities for construction employees, volunteers, and families.

Job Description: Construction Site Supervisor

- Employees
 - Train construction employees on the approved methods of construction to include volunteer and family training such as “Training the Trainers.”
 - Encourage employees to utilize volunteer and family support regardless of skills throughout the construction department.
- Volunteers & Families
 - Ensure volunteer and family training is interactive, hands-on development along with positive and constructive assessments. The purpose is to improve each individual's skills, self-confidence, and support of HFHFV and its mission.

Additional Tasks and Responsibilities

- Sustain a collaborative environment to ensure positive, effective, and efficient working relationships between construction employees, volunteers, all other departments of the organization, as well as suppliers, contractors, families, etc.
- Ensure that the Construction Manager is fully informed and appropriately engaged in all planning, administrative and programmatic activities.
- Participate in meetings and activities as directed by the Construction Manager.
- Responsible for other tasks as required for successful completion of construction projects and management of resources.
- Maintain professional, discrete communication and does not pass along information that may be considered private or protected information to partner families, volunteers, donors, vendors, and other staff.

Knowledge, Skills, and Abilities

- Craftsman and/or Journey Level Carpenter: “Hands On” knowledge of residential new and renovated construction.
- Organizational skills for effective and efficient operation of multiple projects and the construction department.
- Management experience with skilled professionals and volunteers.
- Awareness of building codes, permit process, inspections, etc.
- Familiar with Green Building Standard, Energy Star Standards, and other energy efficient building practices.
- Manage regular maintenance of various construction tools, equipment, and inventory.
- Capacity to teach and mentor employees, volunteers, and families.
- Mathematical aptitude to calculate building measurements, quantities, etc.
- Analytical skills to read, understand and oversee development of home plans with skilled trade professionals such as standard residential construction blueprints and specifications.
- Ability to use construction power tools, equipment, and vehicles safely.
- Provide effective communication skills to include active listening and engagement to gain a positive outcome.
- Safety and first-aid training for emergencies.

Requirements

- Valid driver's license with clean driving record.
- Pass a criminal background check.
- Strenuous activity requiring ability to sit, walk, carry, push, pull, lift 150 lbs., climb, bend, etc. as required with a residential construction job site.

Work Conditions

- Exposure to extreme temperatures, loud noises, and other various adverse working conditions associated with outdoor weather and construction sites.