

# Construction

## Site Supervisor Habitat OC

### Position Overview

This position is responsible for assisting the Site Superintendent in planning and utilizing of volunteers, subcontractors in the construction of new housing or rehab of existing housing.

### Primary Responsibilities and Duties

#### Construction

- Open and secure the site daily
- Set up the job site each day for the arrival of volunteers and sub-contractors
- Supervise crew leaders and volunteer teams on the job site
- Practice and oversee quality control for all aspects of construction and the work being performed
- Acquire building materials and deliver to the job site for the day's activities
- Organize and maintain a clean and functional site
- Use materials efficiently, keep materials properly stored, return unused materials
- Use knowledge and expertise to perform all aspects of construction
- Monitor and enforce jobsite safety
- Maintain daily log of activities on the jobsite
- Promptly communicate with general Superintendent regarding any on-site issues, updates with subs, material status, deliveries, schedules and inspections
- Perform other tasks as assigned by the site superintendent

#### Leading Volunteers

- Provide training for all volunteers including crew leaders and partner families on the day's activities as assigned by the Site Superintendent
- Conduct daily safety trainings with volunteers
- Lead, supervise and coach volunteers in construction tasks
- Provide clear direction and set a consistent standard of acceptable craftsmanship
- Ensure volunteers are safe, productive and happy
- Understand the elements that contribute to successful volunteers and help to ensure that volunteers have a consistently positive experience thus motivating them to return and refer other volunteers
- Respond to specific skills and interests of the individual volunteers
- Check volunteers work and provide positive feedback so jobs are performed and completed correctly
- Appropriate involvement for each task,; self-performing vs. working with v. hands off
- Foster positive homeowner/volunteer interactions, include homeowner in the build process
- Treat partner families with respect and dignity. Strive to make their construction involvement meaningful and remind crew leaders of the same

## Skills and Abilities Desired

- Strong sense of personal accountability and follow-through
- Demonstrate personal integrity, ethics, and respect of confidential information of staff, volunteers, and homeowners
- Meticulous attention to detail
- Excellent communication skills
- Knowledge and compliance with OSHA standards
- Ability and willingness to work with a diverse group of volunteers
- Ability to teach and coach volunteers on the worksite
- Strong people skills, patient and tact in motivating volunteers
- Ability to step back and let volunteers do the work

## Job Requirements

- Must be able to take direction and execute a plan as directed by Site Superintendent
- Must have knowledge of Bluebeam
- Must have knowledge of and a willingness to enforce jobsite safety
- Ability to read and understand blueprints, schematics and construction documents
- Must have a working knowledge of constructions tools and techniques
- Prior experience managing construction projects and volunteers preferred
- Basic knowledge of Microsoft Word and Excel helpful
- High school diploma or equivalent GED required
- Must be able to pass background check and physical exam
- Must be able to work all day on your feet and be capable of lifting and carrying 50 -100 pounds

This position is classified as full-time nonexempt and reports to the General Superintendent.