



JOB DESCRIPTION: **Construction Site Supervisor**

Reports to: **Construction Manager**

Description:

This position assists Construction Manager in all aspects of construction activity and volunteer management.

Employee Status: Non-exempt, hourly at 40 hours per week

Responsibilities:

Construction

- Performs all hands-on construction tasks as directed by the Construction Manager.
- “Fixes” any construction task performed below acceptable standards by volunteers.
- Suggests potential advantageous building practices and material cost savings opportunities to construction manager as identified.
- Assists in the supervision of all site preparation and layout.
- Assists in the supervision of job sites on each designated workday and works to ensure construction is accomplished in accordance with approved permits and plans.
- Assists in training volunteers and partner families about construction tasks and appropriate safety measures.
- Performs all homeowner warranty complaints and repairs.

Volunteers and Partner Families

- Assists in the training of volunteer house leaders and volunteer crew leaders.
- Treats Partner Families and volunteers with respect and dignity. Strives to make their construction involvement meaningful.
- Understands elements that contribute to successful volunteers and helps ensure that volunteers have a consistently positive, encouraging environment thus motivating them to return.
- Ensures that communications to volunteers and partner families are respectful, accurate and timely.
- Assists in identifying volunteer jobs/needs not currently filled and satisfies needs with appropriate volunteers.
- Assists in the training of all volunteers utilizing knowledge from crew leaders and other construction staff.

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Other Duties as Assigned by the Construction Manager and or Executive Director

Required Skills / Experience / Physical Requirements

- Knowledge and experience in the construction/contracting business, especially as a carpenter or framer.
- Team building a real plus.
- Should have a Christ-centered approach to leadership.
- Must be a good listener and be able to engage in well-considered discussions.
- Must be willing to understand the big picture of the HFHA ministry and know that construction is only a part of the larger goal.
- Ability to lift 50 pounds. Work will require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.

Must pass Criminal Background Check and Sexual Offender Check

Interactions: Employee interacts with others to exchange information, discover opinions, ideas and concerns, as well as resolve moderately complex problems in accordance with established policies and procedures without close supervision.

Budget/Financial Level/Stewardship and Financial Discretion: Financial transactions are governed by policy, procedures, and budget. This position does not have any authority to make financial commitments or obligations for the organization. Discretion should be exercised when organizational finances may be affected.

Working Conditions: Various Construction Site and Office environment. Normal work week is 40 hours and may include some Saturdays.

Planning & Leadership Impact: The position is responsible for communicating, evaluating, and achieving an operating plan for a defined function and contributes to the strategic planning process of the organization. Position assesses needs, challenges, problems, and opportunities in the field of work, assesses trends, best practices, and new techniques in the field of work, suggests and helps to develop processes, programs, and resources to achieve goals of the work. Position exercises leadership by performing the work of the position in accordance with Christian values and professional standards, sets the example of professional development, growth and learning, new skills and accountabilities, motivating others to achieve more, to change, to grow and improve, evaluates performance, processes, achievements and goals.

Notes/Other:

Employee Signature

Employee Printed Name

Date

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