



Construction Supervisor (Hourly/Seasonal) Job Description

Occupational Summary

The Construction Supervisor position will provide planning, coordination, management, external funding, and performance evaluation of all building site and construction activities for St. Croix Valley Habitat for Humanity under the direction of the Executive Director.

Work Performed

1. Coordinate Building Projects (~50%)

- Actively participate in bimonthly meeting of the Site Selection and Construction Committee (SSCC) and attend the Board of Directors and other meetings as needed.
- Determine suitability of lots in conjunction with the SSCC.
- Develop house plans, budgets, and construction schedules in conjunction with the SSCC and the Executive Director.
- Acquire all permits, schedule installations and inspections.
- Aid in the acquisition of Seek/acquire in-kind building donations of labor, materials and tools.
- Arrange purchase and delivery of building materials, tools, and other resources.
- Solicit bids for materials and contractor services.
- Monitor and authorize construction expenditures within allocated budgets.
- Sign-off on all construction expenses prior to payment in consultation with the Operations Administrator
- Work with office staff to submit other grants available for construction.
- Recruit and train site supervisors.
- Submit bi-monthly report on activities and accomplishments (e.g. construction progress, grant funding, etc).

2. Supervise On-Site Construction Activities (~30%)

- Oversee, schedule, and manage site supervisors who will; are responsible for:
 - Always enforce safety rules.
 - Ensure adequate first aid supplies at each site, and that all site supervisors are CPR and First Aid certified.
 - Enforce age restrictions on activities.
 - Verify appropriate forms and sign-in sheets are at site, completed, and returned to the office routinely.
 - Oversee activities of work crews and provide direction as needed.
 - Provide immediate written documentation of any injuries or altercations on site. Provide a copy to the Construction Supervisor and Executive Director, and to others, as necessary.
 - Oversee clean-up of the work sites.
- Fill-in for a site supervisor if no other site supervisors can be scheduled to work on a scheduled volunteer workday.
- Keep project within any required timeline.
- Schedule excavating, electrical, heating, and plumbing work, installations, and inspections.
- Notify in writing the Executive Director and Construction Committee of any problems or deviations from schedule.
- Prepare materials and tools in advance of scheduled workdays.



- Assist in scheduling volunteer groups and consult with office/volunteer coordinator to insure sufficient site supervisors and volunteer labor at each site.
- Prepare and complete a punch list for each site and assign tasks.

3. Organizational Responsibilities / Activities

- Provide information and communication between the build site(s), office & committees as needed.
- Research and apply for external funding of construction activities and off-set of salary.
- Organize training opportunities for volunteers.
- Participate in strategic planning.
- Organize and manage the full construction team so that goals are met by the end of the day.
- List tasks that need to be accomplished that day and match crew leaders with crew members to do each task.
- Responsible for the daily schedules, job safety and maintaining the quality of workmanship.

4. Manage Warehouse

- Organize building materials and supplies.
- Maintain inventory and submit report at the end of each fiscal year.
- Document all in-kind donations and provide prompt written notification to the office.
- Coordinate material acquisition and maximize quantity purchasing.
- Organize on-site storage and stock tools and materials as determined by building schedule.

5. Other Duties

- Assist in increasing community awareness.
- Submit pre-approved monthly travel expenses.
- Conduct final project walk through with homeowner and complete documentation, as necessary.
- Secure houses in event of break-in or vandalism. Notify authorities, as necessary.
- Work with site supervisors to create emergency plans in case of accidents.
- Construction vehicle maintenance, scheduling, and securing of repairs.
- Other duties as assigned by the Executive Director.

Qualifications:

Dwelling Contractor Qualifier Certification through WI Department of Commerce

Experience in construction and knowledgeable in building codes.

Experience in nonprofit administration.

Demonstrated effective management and supervisory skills.

Excellent communication ability (written and verbal).

Skilled in relating with volunteers and people in business, religious, political, and low-income communities.

Extremely organized – able to multitask and set priorities appropriately.

Effective problem-solving skills, ability to work independently and meet deadlines.

Detail oriented.

Dependable, reliable, motivated, and honest.

Commitment to Habitat for Humanity principles.

Reports to the Executive Director.



Time Requirements:

This is a part time, hourly position. MUST work on Saturdays if site supervisors are not available at work sites. May need to attend evening meetings.

This job description is a general statement of required major duties and responsibilities performed on a regular basis. It does not exclude other duties as assigned to the construction supervisor by the executive director.

The Construction Supervisor shall operate guided by the Principles of Habitat for Humanity in all affiliate affairs, upholding policies, and procedures and our Covenant Agreement with Habitat for Humanity International.

Board Approved 2/2020

To apply, please email executivedirector@scvhabitat.org.

St. Croix Valley Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for **employment** without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.