



Construction Site Supervisor Position Description

Position: Construction Site Supervisor

Reports to: MCHFH Construction Manager

Time Requirements: Full Time (40 hours weekly); typical workweek is Tuesday through Saturday.

Permits and Licenses: Valid driver's license

Salary: \$30,000 (Salary, Exempt)

Benefits: Stipend for medical benefits, Paid Time Off, access to Life Insurance, and Short & Long Term Disability Insurance.

Organization Description

Midland County Habitat for Humanity is a local and independently operated affiliate of Habitat for Humanity located in Midland, Michigan. Midland County Habitat for Humanity is a dynamic nonprofit organization that works to provide affordable homeownership opportunities and home repairs to low- to moderate- income individuals and families in Midland County, Michigan.

Position Overview

The Construction Site Supervisor is responsible for coordinating and supervising build site activities, including site preparation, training, and leading construction volunteers, ensuring safety and building code standards. Additionally, they are responsible for ensuring that approved plans, building codes, and sound building practices do all work on assigned projects. This position works closely with volunteers, homebuyer families, and other staff to fulfill our mission of bringing people together to build homes, communities, and hope!

Primary Responsibilities

The job description below outlines the overall responsibilities of the Construction Site Supervisor position. In addition to those duties, the Construction Site Supervisor must have certain leadership skills and abilities to effectively understand and carry out the job responsibilities. The incumbent shall carry out and accomplish a variety of functions supporting the current strategic plan and build plan through organizational initiatives.

The ideal candidate would demonstrate the following:

- Integrity, credibility, and commitment to Habitat's mission.
- Ability to relate to people with diverse backgrounds.
- High school graduate, or equivalent, with at least three years of construction experience, including framing.
- Effective written and oral communication skills.
- Experience with Microsoft Office programs.
- Attention to detail.
- Self-starter with the ability to work independently.
- Have a sound working knowledge of home construction practices and requirements from experience and training.
- Possess an ability to resolve problems related to the construction without undue delay effectively.

- Have the ability to work with a diverse group of professionals and volunteers and to understand the level of expertise of each to accomplish the building project as designed.
- Have the ability to thoroughly understand building plans and materials required to construct a home within the required time period efficiently.
- Be able to develop work schedules and communicate these to the appropriate people for scheduling materials, tools, and worker requirements.
- Have a thorough understanding of the various permit requirements and procedures.
- Possess a thorough understanding of the functions and safety requirements of all required power tools necessary to construct a home.

Education/Experience

- Strong knowledge of and experience with carpentry skills for the quality repair and construction of homes from foundation to final finishes is required.
- Minimum of 3 years of experience in site supervision of residential construction.
- Must be willing to complete additional training, to be paid for by MCHFH, to support the position's success.

Physical Requirements

- Ability to be on one's feet for extended periods, often on rough and uneven terrain.
- Ability to lift at least 50 lbs.
- Ability to work on ladders.
- Ability to work in varying weather conditions - sites are often not heated during winter and not air-conditioned during summer.
- Good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination.

Construction Site Supervisor Responsibilities: Assists Construction Manager with: **Planning for Construction for Habitat Homes:**

- Obtain license information and certificates of insurance from all contractors.
- Review the project plans and specifications and comment on building design, scheduling, possible cost savings measures, and potential construction problems
- Oversees all areas of the project to ensure that all homes are built to Energy Star standards.
- Oversee site safety and competent persons program.
- Inform the Construction Manager of any circumstance that will alter the construction schedule.
- Assure that Habitat has the necessary tools for construction and that they are well maintained.
- Attend Housing Committee meetings as required.

Management of Materials & Tools:

- Inventory & check the quality of materials delivered to the site and return rejects.
- Establish a take-off list for each house as needed.
- Assure that ordered materials reach the site and are inventoried & checked for quality.
- Utilize HFHI Gifts in Kind program for all donated items from HFHI.

Supervise Volunteers & Sub-Contractors:

- Day-to-day management of the project.
- Coordinate with the Construction Manager to schedule the subcontractors.
- Coordinate with Impact Manager to schedule volunteers.
- Teach volunteers how to complete the necessary tasks.
- Involve future homeowners in the construction process; coordinate with Family Advocate or Homeowner Services Manager.

- Assure that all work done is high quality and completed in a timely manner.
- Remove all tools and materials from the site at the end of the project.
- Monitor day-to-day site safety and ensure that the requirements of the Occupational Health and Safety Act are enforced.
- Schedule the subcontractors.

Inspections:

- Assume responsibility for completing punch list items needed to obtain CO, including all site grading, seeding, and removal of debris/trash.

Prior to hiring

Sex offender, criminal background, and a driving record history check will be conducted on the prospective employee before extending a job offer.

Equal Opportunity Employer

Midland County Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best-qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

Safeguarding Policy

We are creating a culture that is inclusive, safe, and provides a meaningful volunteer, employment, and homeownership/repair experience. MCHFH expects all employees, volunteers, and homeowners/repair to behave in a way that reinforces the Christian mission and founding principles of the organization. MCHFH, therefore, prohibits any actions or conduct which may discriminate against or harass other employees, volunteers, and families served. MCHFH does not tolerate any actions, words, jokes, or comments based on an individual's gender, sexual orientation, race, ethnic background, age, religion, physical condition, or other legally protected characteristics. Any comments or actions, therefore, that demean or are hurtful to people of a certain gender, sexual orientation, race, ethnic background, age, religion, or certain physical condition are prohibited. Any such conduct may result in disciplinary action, up to and including immediate discharge and or revocation of volunteers privileges.