

SOLANO-NAPA HABITAT FOR HUMANITY CONSTRUCTION SITE SUPERVISOR - JOB DESCRIPTION

The Construction Site Supervisor is responsible for organizing, coordinating and overseeing a single construction project for the Solano-Napa Habitat for Humanity (SNHFFH) affiliate. This is a great position for someone who is looking to make a difference in the community. This is a part-time position great for a retiree or someone who is looking to gain construction experience. We are willing to train the appropriate candidate. This position reports to and works under the direct supervision of the affiliate's Project Manager. The Construction Site Supervisor must have a commitment to the SNHFFH mission to assist low income households by building quality, affordable housing.

PART-TIME EMPLOYMENT (24 hours per week) COMPENSATION: \$15.00/hour

RESPONSIBILITIES:

Job Site Coordination

- Oversees and directs work of volunteers and trades people at job site.
- Follows provided work schedule and project time line for project completion.
- Follows direction provided by Project manager to perform each day's job tasks and organizes them into assignments for volunteers.
- Ensures materials and tools needed to complete day's work are at job site.
- Sets up and maintains a safe, organized work site and a secure area for tools.
- Presents Safety Orientation and makes sure site meets OSHA standards.
- Ensures OSHA-approved First Aid kits are on site.
- Gives clear direction and sets a consistent standard of acceptable craftsmanship.
- Checks volunteers' work and provides feedback so jobs are done correctly.
- Secures job site at the end of each work day to make sure tools are put away and job site is cleaned up and safe.
- Works with Project Manager to make sure needed tools are available as necessary.

Administrative

- Records and maintains electronic work logs of entire project to its completion.
- Reviews plans with Project Manager as needed.

MINIMUM REQUIREMENTS

Knowledge of:

- Local building codes
- Construction tools
- Correct English usage, spelling, grammar and punctuation
- Microsoft Office applications including MS Word and Excel
- Basic math, filing and record keeping procedures

Ability to:

- Effectively supervise volunteers, keeping in mind they are the life blood of our organization
- Work with a variety of people with differing skill levels and backgrounds
- Work independently with minimal supervision, perform a variety of construction tasks
- Proficiently operate standard construction equipment
- Communicate effectively with the public as well as staff, Board members and volunteers
- Work efficiently with frequent interruptions
- Organize work effectively and set appropriate priorities for completing tasks
- Maintain records, understand and carry out oral and written instructions

EDUCATION AND EXPERIENCE

High school diploma or GED required. Experience in a trade such as carpentry, plumbing, electrical or similar field is a plus.