

# Greater Fox Cities Area Habitat for Humanity

## Position Description

Title: **Construction Supervisor I**  
Reports to: Director of Construction and Real Estate/Project Manager  
Direct Reports: none  
FLSA Status: Non-Exempt Classification: Full-time

### Purpose

To provide onsite construction oversight of rehab, home repair, new construction and Rock the Block projects, utilizing volunteer labor and materials to produce quality workmanship in a safe, affordable manner while complying with established processes and schedules.

### Responsibilities

- Decision-Making:
  - Makes decisions regarding construction operations following established processes and schedules, keeping Director of Construction and Real Estate informed and seeking advice as needed.
- Technical:
  - Direct and monitor the progress of construction activities, according to the documented processes, ensuring that all work is completed on schedule. Notify Director of Construction and Real Estate, and others as needed, in writing, of any problems or deviations from schedule
  - Work under the direction of assigned Construction staff to oversee onsite construction activities.
  - Work with Volunteer and Family Services Directors to ensure partner families are productively involved in the construction process
  - Ensure quality of construction by monitoring work site activities and addressing quality issues through feedback and training
  - Prepare punch list and assign tasks for project completion
  - Oversee complete clean-up of work site at the end of each work day, ensuring that the worksite, supplies and equipment are safely and securely stored.
  - Participate in the annual review of the safety manual, construction manual and construction checklists. Communicate recommended updates to Director of Construction and Real Estate.
  - Enforce safety at all times including: use of safety equipment, verify parental permission for minors and enforce age restrictions on activities, secure houses, conduct visual inspections on the use of safety harnesses, lanyards and tie off points per OSHA safety requirements. Correct any non-compliant use.
  - Ensure that all documentation and procedures involved with an accident or incident investigation onsite are followed
  - Work with floor plan designer to review floor plans and ensure accuracy and completion. Work directly with homeowners and family services staff to ensure homebuyer options are incorporated into plans.
  - Remain current on lead, mold, asbestos and any other relevant hazardous material regulations and requirements and ensure training and compliance.
  - When requested by Director of Construction and Real Estate, monitor HFH owned properties to ensure that (1) the property is maintained according to municipality ordinances, and (2) safety issues are addressed
- Fund Development:

- Support the development/cultivation of individual and/or business donor contacts.
- Budgetary:
  - Understand the budget process and budget planning.
- Leadership/Management:
  - Work collaboratively with the management team and staff to maintain a positive, supportive and mission focused work culture.
  - Cultivate a culture of safety by ensuring and insisting that all safety procedures are adhered to by volunteers, donors, contractors and staff.
  - Ensure quality volunteer, donor, partner family and staff relations. Provide input, document, and address comments and grievances in a timely and professional manner.
- Supervisory:
  - Oversee and maintain daily volunteer assignments while providing training, supervision and evaluation of construction volunteers in a positive and affirming manner.
- Internal Representation:
  - Develop strong, positive and lasting relationships with staff and volunteers.
- External Representation:
  - Communicate with donors and contractors, primarily on program-specific duties.

**Required Knowledge, Skills and Experiences:**

- Specialized knowledge and competencies in home repair, home rehabilitation, residential construction, the uniform building code and volunteer management.
- Able to lift up to 75 pounds on a periodic basis.
- Valid driver’s license with a good driving record.
- Lead Safe Renovation, OSHA Competent Person and Dwelling Contractor Qualifier Certification, First Aid and CPR (provided by HFH). Continuing Education hours are required to be current and up to date.
- Strong analytical ability, reliability and thoroughness
- Excellent written and verbal communication skills.
- Superior time management and organizational skills, with exceptional attention to detail.
- Ability to learn and work independently in an unstructured environment and as a team player.
- Ability to establish effective internal and external working relationships.
- Ability to work diplomatically with others to discuss and resolve problems.
- Demonstrated ability to handle multiple and changing projects, deadlines and priorities.
- Outstanding interpersonal communication skills which must be effective and courteous, requiring high integrity when dealing with a broad array of backgrounds.
- Commitment to mission and values-driven work environment.
- Proficient with Microsoft Office projects.

Greater Fox Cities Area Habitat for Humanity is an Equal Employment Opportunity employer. Applicants are considered without regard to race, color, religion, sex, national origin, age, disability or other protected status.