



# OPEN POSITION

**Job Title** CONSTRUCTION SITE SUPERVISOR

**Reports to** Construction Manager and/or Site Leader

**Description:**

The Construction Site Supervisor oversees the actual construction process on his/her assigned day of duty for the full duration of the scheduled day. He/she will provide the leadership to all volunteers on the construction worksite. He/she's the one to go to first with any questions. As Site Supervisors, you are usually assigned one or more daily tasks to complete by the Construction Manager and/or Site Leader.

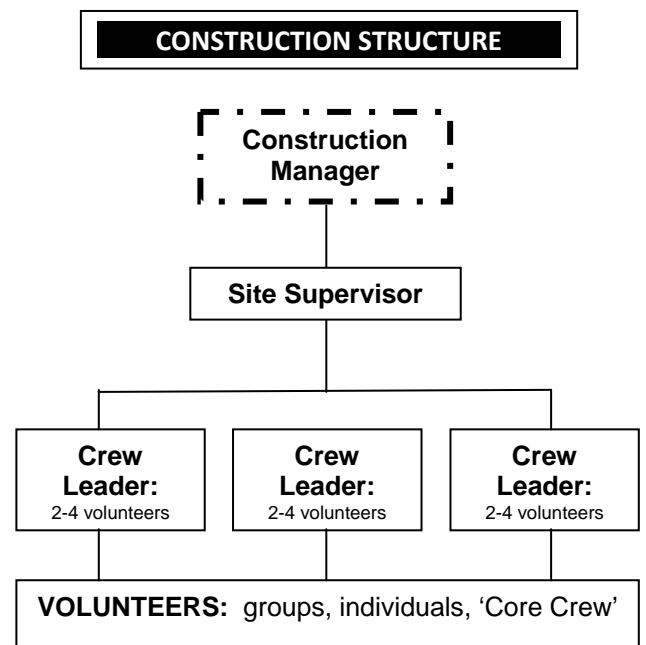
**Expected Commitment:**

1. A minimum of one year. A minimum of one workday a week.
2. Attendance at monthly coordination meetings, as requested or necessary.

**Two categories of responsibilities:**

The *first* is the interactions with the volunteers. As a Site Supervisor these responsibilities include:

- Leading volunteers, who have varying levels of construction experience and skills. Volunteers could either be individuals from the public, a scheduled group, and/or our 'Core Crew' (committed volunteers who regularly/weekly participate). With them you will complete one or more tasks in one of the stages of building a house.
- Gaining thorough understanding and knowledge of assigned tasks through discussion with Construction Manager/Site Leader.
- Providing instruction to volunteers on how to perform the tasks.
- Monitoring and managing the performance of the volunteers to insure that the completed work meets the standards and methods.
- Identifying and addressing work that does not meet the quality standards and maintaining positive volunteer relations in describing the problem and directing the rework.



- Monitoring and managing safe practices in the use of tools, climbing, lifting, reaching, etc.
- Managing productivity; so if there are more people than needed for a task, the Construction Manager is notified to make better use of volunteer time.
- Managing the well being of the volunteers by encouraging appropriate breaks and sufficient intake of fluids during the heat.
- Maintaining a positive upbeat attitude.
- Communicating ideas for improvement in any of the processes to the Construction Manager and Site Leader.
- Ensuring the worksite is open and closed according to assigned schedule, in the absence of the Construction Manager and/or Site Leader.

The *second* category of your Site Supervisor responsibilities is for the construction tasks and processes. The house construction has many tasks. As a Site Supervisor you are responsible to understand how each task is to be completed.

What is needed to know is:

- Materials needed for each day
- Tools needed
- Processes to be followed
- Quality standards

### **Qualifications:**

- Willing to commit to a mutually-coordinated schedule.
- Understand the Habitat for Humanity philosophy and the desire to promote it.
- Computer literacy with demonstrated experience in the Internet and Microsoft Office (i.e., Word, Excel). Microsoft Project is a plus.
- Basic working knowledge of construction and willingness to learn new methods.
- Patience to explain and teach various skills to both skilled and unskilled workers and volunteers.
- Know the many different reasons people volunteer and the reasons GPHFH chooses to build houses with volunteers.
- Must be willing to understand the big picture of the Plainfield Habitat Ministry and know that construction is only a part of the larger goal.

### **Physical Requirements to Perform Duties:**

- Ability to climb ladders and scaffolding, maneuver over uneven ground, stand most or all of day.
- Work environment is usually outdoors with minimal office work.

### **To apply:**

Please send resume with cover letter and salary requirements to [jeremy@gphabitat.org](mailto:jeremy@gphabitat.org). Greater Plainfield Habitat for Humanity is an equal opportunity employer.