



JOB TITLE: Construction Site Supervisor  
FLSA STATUS: Hourly  
HOURS/WEEK: Full-time, Tuesday – Saturday  
COMPENSATION RANGE: \$26.00 - \$32.00 an hour (benefits include medical, dental, life insurance, Simple IRA, holiday pay, vacation and sick pay)  
SUPERVISOR: Construction Manager

How to Apply: Please send your resume, cover letter, and professional references to [info@buttehabitat.org](mailto:info@buttehabitat.org) and in the subject line type Application for Site Supervisor.

#### ABOUT HABITAT

Habitat for Humanity brings people together to build homes, communities, and hope. Habitat partners with families in our community to help them build strength, stability, and self-reliance through affordable housing. Habitat homeowners help build their own homes alongside other volunteers and pay an affordable mortgage.

We have operated in Butte County for over 27 years and have built a total of 40 homes. After the devastating Camp Fire, Habitat's mission of building affordable homes is more relevant than ever. Our affiliate is compelled to do our part to build more. Historically we have built two homes a year and now our goal is to build 6 homes a year.

Habitat for Humanity of Butte County holds the contractor's license and operates with a Responsible Managing Officer from the Board of Directors

#### GENERAL DESCRIPTION

The Construction Site Supervisor is responsible for the oversight of the daily construction tasks and the supervision of volunteers. This position serves as a leader and coach for volunteers, as well as provides assistance to the Construction Manager to ensure the job site is run effectively and efficiently. At times, this position will complete hands-on construction tasks and other times teach and observe volunteers completing the tasks. The position works closely with the Project Manager and Volunteer Coordinator and is part of the Construction team.

#### OVERVIEW OF KNOWLEDGE AND RESPONSIBILITIES:

1. Leading Volunteers:

- Lead / supervise in construction tasks
  - Ensure volunteers are safe, productive, and happy
  - Understand the elements that contribute to successful volunteers and help to ensure that volunteers have a consistently positive experience thus motivating them to return
  - Conduct daily safety trainings with volunteers
  - Respond to specific skills and interests of the individual volunteers
  - Gives clear direction and sets a consistent standard of acceptable craftsmanship
  - Checks volunteers' work and provides positive feedback so jobs are done correctly
  - Foster positive homeowner / volunteer interactions, include homeowner in process
  - Appropriate involvement for each task: self-performing vs. working with vs. hands-off
  - Provide training for all volunteers including crew leaders and partner families
  - Treat partner families with respect and dignity. Strives to make their construction involvement meaningful and remind crew leaders of the same
  - Work with Volunteer Coordinator to schedule volunteer groups to assist with specific build dates
  - Notify the Volunteer Coordinator of upcoming volunteer and skill needs.
  - Provide Volunteer Coordinator with schedule and number of volunteers for each build day to ensure lunch is provided for the volunteers and partner families
  - Track sweat equity hours with homeowners
2. Construction Skills
- Use knowledge and expertise to oversee and perform all aspects of construction
  - Oversee quality control for all aspects of construction
  - Communicate with Construction Manager regarding on-site issues, updates with subs, material status, deliveries, schedules, and inspections
  - Organize site to be clean and functional
  - Use materials efficiently, keep materials properly stored, return unused materials
  - Set and meet specific goals for critical tasks
  - Find ways to finish houses thoroughly and quickly with no completion lists
3. Preparation / Organization
- Prepare sites daily before volunteers arrive to ensure productive day
  - Plan task list and material lists for following day and week
  - Maintain a safe, secure and healthy site by adhering to and enforcing the safety program
  - Participant in weekly construction team meetings
  - Regularly submit monthly construction expenses to the Bookkeeper and allocate build costs to appropriate lots

PHYSICAL REQUIREMENTS TO PERFORM DUTIES

Physical requirements are those that are present in an outdoor construction environment, including hard-hat areas and exposure to heat, cold dust and noise. Activities require maintaining physical condition necessary for lifting to 75 pounds, ability to work on wet or uneven surfaces, and the physical agility necessary to construct a home. Sufficient visual acuity and ability to hear is necessary to assure safe operations and activities on work site. May be regularly exposed to high decibel noise, such as power tools. Tasks may require ability to operate motorized equipment.

Additional Physical Actions: Standing, Bending, Climbing ladders, Lifting bulk objects, Repetitive manual actions associated with hand tools and computer work and Driving.

KEY REQUIREMENTS:

- Have an understanding of and commitment to the mission and values of Habitat for Humanity
- Minimum of 5 years' experience in carpentry and building houses from foundation to finish
- Verifiable experience please
- Experience in supervising construction projects
- The ability to set priorities and exercise flexibility where necessary
- Ability to read and understand blueprints, schematics, and construction documents
- Understanding of proper safety procedures and recognition of hazards
- Complete the Safety Awareness/Competent Person Certification course from Habitat International
- Certification in CPR / First Aid
- Knowledge and compliance with OSHA standards
- Ability and willingness to work with a diverse group of volunteers
- Ability to teach and coach volunteers on the worksite
- Strong people skills, patient and tact in motivating volunteers
- Ability to step back and let volunteers do the work
- Must have a valid California Driver's License and insurable under affiliates automobile insurance policy
- Must pass a Criminal Background Check and a Sexual Offender Check

*EEOC Statement: Habitat for Humanity of Butte County does not discriminate based on race, color, creed, religion, sex, sexual orientation, national origin, age, familial status, or ancestry.*

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Employee

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Date

