



## Fremont Area Habitat for Humanity Job Description

**Job Title:** Construction Site Supervisor

**Location:** Fremont, Nebraska

**Department:** Management

**Reports to:** Executive Director

**Hours:** Thursday-Saturday, generally 8:00 am – 5:00 pm, plus additional half day during the week. If no Saturday work is scheduled, days worked may be changed. Occasional, additional time may be required to accomplish construction deadlines, accommodate volunteers and donors, or as requested by supervisor.

**Payroll Class:** Hourly up to 28 hours/week. \$24/hour.

**Revised Date:** October 22, 2021

### Job Summary

Managing, coordinating, and completing the affiliate building projects on the build site as defined annually by the Board of Directors on time and within budget while understanding and supporting the vision of Fremont Area Habitat for Humanity. This position works closely with Program Manager to employ the Habitat model.

### Essential Duties

- Commitment to the Habitat mission and share a passion to influence others to share our vision; ability to work with people of all races, faiths and backgrounds is a must.
- Manages on-site construction according to Habitat requirements including but not limited to overseeing work by volunteers, ensuring that houses are built to code and pass inspections.
- Provides on the job training and supervision for semi-skilled and unskilled volunteers, exercising patience and respect for volunteers and homeowners. Coordination of volunteers will be done by partnering with Program Manager and determining volunteer needs and skills.
- Serves as the organization's principal safety officer on the construction sites by maintaining Habitat for Humanity International's "Competent Person" certification, implementing emergency plan and use of accident reports, ensuring equipment and tools are in good working condition, training volunteers in safety best practices, monitoring job sites to identify potential safety risks and correct prior to incident, monitoring volunteers' work to ensure safe use of tools and equipment according to age, skill level, and in accordance with OSHA and Habitat regulations
- Regularly collaborates with Habitat staff and attends staff meetings to coordinate construction program, including but not limited to volunteer acquisition, scheduling and on-site supervision, hospitality, and homeowner sweat equity tracking. Coordinates daily and weekly construction assignments with Project Building Supervisor and Community Outreach and Volunteer Coordinator. Assists to create build schedule, determine volunteers and skills needed, developing ongoing schedule for construction of homes.
- Assists Building Project Supervisor in the creation of house construction schedule, annual construction schedule, and project-specific construction schedule, from beginning to end.
- Acts in partnership with and attends Building Committee meetings, providing progress reports to Building Committee, Board and E.D. via a monthly report. Co-coordinates and co-chairs Building Committee meetings with Building Project Supervisor

- Inspects each phase of work for acceptable quality and adherence to schedule. This includes working closely with Building Project Supervisor to ensure required and necessary tools are on site and in good maintenance, as well as working with volunteers and homeowners.
- Responsible for cost management on site, including taking care of materials and tools, coordinating for returns as needed, and limiting waste of materials.
- Performs all functions according to established policies, procedures, regulatory and accreditation requirements, as well as applicable professional standards.
- Provides all customers and volunteers of Habitat for Humanity with an exceptional service experience by consistently demonstrating our core values.
- Supervision and management of home repair program projects. May require working onsite with volunteers on repairs.
- Works with future Habitat homeowners; conducting punch list for closing; conduct warranty work after closing and during warranty period.
- Other duties as assigned.

### **Knowledge, Skills and Abilities**

- Basic computer skills, including Microsoft office, email, internet, and construction management software.
- Must be comfortable driving trucks, towing trailers and handling heavy machinery, tools and equipment. Must have valid Driver's License and be insurable through Habitat insurance (for driving affiliate vehicles).
- Must have excellent oral and interpersonal communication skills, to effectively communicate and interact with general public and volunteers.
- Ability to lead, manage, supervise, and motivate individuals and teams of volunteers.
- Ability to communicate effectively through reading, writing, and in person or on telephone.
- Proven ability to work independently and manage multiple projects and activities simultaneously.
- Must possess independent decision-making abilities, as well as considerable judgment and initiative to determine the approach or action to take in non-routine situations.
- Demonstrate planning and organizational skills, including the ability to anticipate tasks, set priorities, meet deadlines, and function smoothly under strict deadlines and shifting priorities.
- Progressive experience in managing construction projects with the ability to apply construction knowledge to scheduling, coordinating, delegating, and participating in general construction work activities.
- Knowledge of residential construction including carpentry, foundations, plumbing, electrical, flooring, drywall, cabinetry, AC/heating, painting, finishing, and landscaping as well as having the ability to read and interpret standard residential construction blueprints and specifications. Basic math aptitude to calculate building measurements, quantities etc.
- Bilingual in Spanish preferred.

### **Education**

- Bachelor's or Associate's Degree in construction-related program and/or equivalent experience (managing construction, preferably residential).
- Must possess a general contractor's license or obtain one within six months of employment.
- Must complete Habitat International Competent Person Training within 90 days of employment.

### **Physical Requirements**

- Must have good manual dexterity skills, including visual acuity, ability to grasp and handle objects.
- Requires extensive standing and walking with periodic sitting working in all types of weather conditions.
- May require activity for many hours performing physical labor and lifting of various objects of various weight.
- Requires use of a wide variety of construction equipment including hand tools and a variety of power tools.
- Working conditions include exposure to extreme temperatures, loud noises and other various adverse working conditions associated with outdoor and construction work. Much of the work will be conducted outside at various construction sites. Extensive driving among construction sites is required.

### **Other Information**

- The supervisory responsibilities/directly reporting: volunteers on the job site.
- This position has the supervisory responsibility of the safety and training of volunteers.
- This position will serve as a role model for staff and act in a people-centered, service excellence-focused, and results-oriented manner.
- This job description in no way should be construed as a contract for employment. The above job duties comprise the core responsibilities of the Construction Site Supervisor, but it is not intended to be an exhaustive list. These duties may be subject to change at any time due to reasonable accommodation or other reasons. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time.

*Fremont Area 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.*



# Construction Site Supervisor

November 2021

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*I also understand that a background check may be completed on me as well as a check on the Sex Offender Registry.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_