

Residential Construction Site Supervisor

Job Summary

The Site Supervisor manages all daily on-site construction operations on assigned new construction and rehabilitation sites. This includes providing oversight for the safe work of volunteers, vendors, subcontractors, National Service Members, and interns, ensuring well-built homes while providing a meaningful experience.

Responsibilities

- Complete construction activities on assigned projects
 - Thoroughly understand construction documents
 - Verify completeness and accuracy of material estimates and schedules and perform material take offs from plans
 - Schedule and approve all project supplies and materials
 - Procure needed materials from the warehouse and vendors
 - Schedule project subcontractors
 - Create initial project schedule with and communicate volunteer needs the Construction Manager
 - Supervise all personnel on construction site
 - Supervise all land development work as assigned
 - As needed, assist and teach rough and finish carpentry, roofing, siding, masonry, cement finishing, drywall installation and finishing and various types of flooring
 - Complete all work according to applicable international and state building and energy codes, Central MN Habitat for Humanity (CM Habitat) construction standards and construction documents
- Maintain relationships with homeowners, volunteers, project team, subcontractors and inspectors.
 - Conduct site meetings with subcontractors and vendors (awarded the job), confirm plans, specifications, schedules and costs
 - Communicate work plan questions, project budget and schedule with project team
 - Ensure that CM Habitat staff maintain appropriate contact throughout the construction process and that any concerns or issues are resolved in a timely manner, escalating as needed to the Construction Manager
- Communicate volunteer, donor, and homebuyer work assignments and schedules. Teach correct material and tool utilization, provide feedback and coaching, and promote safety policy compliance through personal leadership and example
- Implement volunteer engagement policies including sign-in, display site signs and participate in other activities to recognize donors
- Mentor and provide guidance to National Service members and interns
- Complete administrative responsibilities for projects including processing of invoices
- Provide digital documentation in Procore and create and distribute daily log(s)
- Written clear communication and the ability to email, call and text as necessary
- Create and communicate a four (4) week look ahead schedule for daily processes

Required Qualifications

Education, credentials, and experience:

- High School diploma or equivalent
- Five (5) or more years' experience in building residential construction or three years plus successful completion of two terms as AmeriCorps member
- Patience and the personality that is willing to, and have the ability to lead volunteers
- Have or ability to be certified in scaffold erection, OSHA fall protection, Habitat for Humanity International competent person training, and First Aid/ CPR within the first month of employment
- Valid driver's license with good driving record
- Personal auto insurance compliant with CM Habitat Driver's Policy

Knowledge, Skills, Abilities and Competencies:

- **Attention to Detail:** Ensures information is complete and accurate and follows up to ensure that agreements and commitments have been fulfilled
- **Equipment Operation and Maintenance:** Safely operates and maintains, power tools, and other construction equipment according to guidelines and procedures
- **Blueprint Reading:** Reads and interprets technical drawings and blueprints
- **Coaching:** Guides others to make the most of their available skills
- **Intercultural Competence:** The ability to function effectively across cultures, to think and act appropriately, and to communicate and work with people from different cultural backgrounds
- **Positive Attitude:** Ability to stay positive in all situations

Preferred Qualifications

Education, credentials, and experience:

- Other supervisory experience preferred or relevant teaching experience
- Familiarity and work with National Service Members such as Americorps
- OSHA 10 certification
- OSHA 30 certification

Physical requirements and work environment

- Medium work that includes moving objects up to 60 pounds in all directions on an occasional basis.
- Regularly walk and climb on uneven surfaces, ladders, and stairs
- The work is performed on construction work sites with frequent exposure to dirt, dust, dampness, construction debris, extreme temperatures, warehouse and construction noises, fumes and odors from construction materials

Hours of work and required travel

- Position Employment: ½ time (0.5 FTE) approximately 20 hours per work week, this can vary with seasonality
- This is a year-round position
- Regular travel within the 4-county service area for construction/renovation site work

Tools and equipment used

- Basic Proficiency in MS Office, email and use of the Internet
- Operate machinery, hand/or power tools, and instruct others in their use

About Central MN Habitat for Humanity

- Central MN Habitat for Humanity (CM Habitat), established in 1989, and has served over 110 local families throughout its four county service area of Stearns, Sherburne, Benton, and Wright counties. CM Habitat works to transform lives with the power of affordable homeownership. This is done by putting God's love into action to bring people together to build homes, communities, and hope.

Job Title: Site Supervisor	Employment Status: Part-Time (0.5 FTE)
Department: Construction	FLSA Status/Pay Basis: Hourly
Reports to: Construction Manager	
Date Revised: May 22, 2024	Supervises: National Service Members and Volunteers