

Part-Time Construction Site Supervisor for Central Delaware Habitat for Humanity

SUMMARY STATEMENT:

Oversee the actual construction process for homes built by the affiliate, including all activities required in obtaining permits, supplies, and inspections; possess a solid working knowledge of all facets of construction; and have an ability to work well with skilled and unskilled; be experienced in the building trades; be able to speak publicly to groups of workers and volunteers. The Site Supervisor will report to the Executive Director and work with the Building Committee.

ESSENTIAL FUNCTIONS:

- Supervises overall construction activity and provides leadership to construction activity including all paid subcontractors
- Work with Committee to develop/revise a house plan
- Identify the costs of materials; items that could be donated for use in construction by local suppliers or individuals, obtain the best price for materials used; solicit bids; accept in-kind donations where appropriate
- Review construction quality including volunteer and subcontractor work. All work must meet or exceed applicable codes, ordinances, regulations, and energy efficient standards
- Develop a detailed construction schedule for each house to meet a proposed annual build plan
- Maintain the Board approved construction budget per house and report progress to the Board monthly
- Review all invoices; allocate expenses per job site and approve for payment
- Scheduling of all work including material ordering and delivery, equipment (owned or rented), subcontractors, and all inspections (including those required to be called in by the subcontractor).
- Must attend construction committee meetings
- Represent Habitat to enhance our local image and to encourage volunteer participation
- For Volunteer Workdays:
 - Provide appropriate training for volunteers.
 - Provide safe work environment
 - Make arrangements for delivery to the work site of any tools and/or safety equipment required by volunteers for the day's activities. This may require the transportation of Habitat's tool trailer or otherwise selecting and transporting tools from that trailer to the worksite. The Supervisor is not required to furnish any of their own tools for volunteer use.
 - Develop a schedule of construction activities for each house. Communicate to the Building Committee and Volunteer Coordinator the construction activities and labor needs for each volunteer Workday.
 - Work with Habitat partner families on construction-related sweat equity hours.

JOB REQUIREMENTS:

- Must be available to work every Saturday except for Holidays
- Considerable knowledge and experience in residential construction/contracting business
- Experience in training, equipping, and managing volunteers
- Good communication skills
- Ability to manage multiple tasks; work as part of a team

Send your cover letter and resume to info@centraldelawarehfh.com