



JOB DESCRIPTION

Date:	Last Revision: June 2021
Employee:	Job Title: Construction Supervisor
Department: Construction	Reports To: Construction Director

Purpose of the Job

The Construction Supervisor assists in the management of all aspects of construction for Loveland Habitat homes.

Qualifications

- General Contractor's license preferred
 - GC licensure will be required as a condition of continued employment
- Possesses knowledge of building trades and construction techniques as related to all aspects of home building: framing, foundations, plumbing, electrical, flooring, drywall, cabinetry, HVAC, painting, landscaping/laying sod.
- Experience working with and directing volunteers
- Experience overseeing and managing a construction site
- Train & complete "Competent Person Certificate" through HFHI

Essential Job Functions

Essential functions are those tasks, duties and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable. Following are the essential functions of the job.

Planning & Responsibilities

- Order and/or purchase materials at the instruction of Construction Director to meet schedule and arrange delivery/pickup
- Ensure proper tools are on site
- Keep tool trailers and all storage units organized and inventoried
- Ensure all building codes are met and all construction meets Habitat's quality standards
- Participate in home walkthrough with homeowner
- Participate in bi-annual homeowner maintenance classes
- Maintain current "Competent Person" Certificate
- Responsible for maintaining site safety
- Oversee security at construction sites

Volunteer Management -

- Create successful volunteers and help ensure that volunteers have a consistently good experience, thus motivating their return
- Provide presentation for volunteer orientation and safety
- Ensure communication to volunteers is accurate and timely
- Ensure all volunteers follow all safety protocols
- Ensure all volunteer sign-in sheets, waivers, safety sheets are completed
- Identify volunteer jobs/needs not currently filled and communicate these needs to Construction Director
- Train and instruct all volunteers on construction skills, equipment and safety
- Redirect work on the construction site based on volunteers and/or supplies

Site Management –

- Supervise construction activity and provide leadership to construction crew, including volunteers
- Work closely with the Construction Director to ensure materials and service needs are provided in a timely manner to the job sites
- Supervise job sites on each designated work day
- Evaluate and implement good safety practices and constantly stress the importance of this with volunteers
- Supervise all site preparation
- Ensure safety policy and OSHA safety standards are followed on site. Act as a member of the safety committee.
- Recruit, train, and oversee crew leaders to support the building efforts of the affiliate
- Meet long and short term goals established by the Construction Director and Executive Director
- Maintain all equipment logs and reports; report findings to Construction Director
- Ensure that all LHFH property is secured at the end of the work day
- Oversee deliveries of materials/items
- Report any missing or stolen equipment to Construction Director immediately

Attend monthly staff meetings, organizational trainings, etc. Perform other related duties as assigned by Construction Director.

Overtime Status	
<input checked="" type="checkbox"/> Exempt (salaried – not eligible for overtime)	<input type="checkbox"/> Non-exempt (hourly – eligible for overtime)

Physical Requirements						
General Activity		Number of Hours				
		6-8	4-6	2-4	1-2	<1
	Stand/Walk	X				
	Sit					X
	Drive				X	
Motion		Up to 1/3 of time		1/3 or more of time		
	Bend				X	
	Squat				X	
	Crawl				X	
	Climb				X	
	Reach				X	
	Lift				X	
	Carry				X	
	Push				X	
	Pull				X	
Use of Hands/Feet		Gross Motor Function		Precise/Fine Motor Function		
	Right Hand	X			X	
	Left Hand	X			X	
	Right Foot	X			X	
	Left Foot	X			X	
Weight lifted/force exerted		Up to 1/3 of time		1/3 or more of time		
	Up to 10 lbs				X	
	Up to 25 lbs				X	
	Up to 50 lbs				X	
	Up to 100 lbs	USE MECHANICAL HELP				
	More than 100 lbs	USE MECHANICAL HELP				

Mental and Emotional Requirements
<input checked="" type="checkbox"/> Handles multiple priorities
<input checked="" type="checkbox"/> Independent discretion/decision making
<input checked="" type="checkbox"/> Makes decisions under pressure

- Manages anger/fear/hostility effectively and professionally
- Manages stress appropriately
- Works alone effectively
- Works in close proximity to others and/or in a distracting environment
- Works with others effectively
- Maintains boundaries with customers, other staff members and families

Additional Comments: _____

Employee Signature

Date

Supervisor Signature

Date

Additional Management Signature

Date