

SOLANO-NAPA HABITAT FOR HUMANITY

CONSTRUCTION SITE SUPERVISOR

JOB DESCRIPTION

The Construction Site Supervisor is responsible for organizing, coordinating and overseeing construction projects for the Solano-Napa Habitat for Humanity (SNHfH) affiliate. This position reports to and works under the supervision of the affiliate's Construction Manager. The Construction Site Supervisor must have a commitment to the SNHfH mission to assist low income households by building quality, affordable housing.

RESPONSIBILITIES:

Job Site Coordination

- Oversees and directs work of volunteers and trades people at job site.
- Follows provided work schedule and project time line for project completion.
- Follows direction provided by construction manager to perform each day's job tasks and organizes them into assignments for volunteers.
- Ensures materials and tools needed to complete day's work are at job site.
- Sets up and maintains a safe, organized work site and a secure area for tools.
- Prepares and presents Safety Orientation and makes sure site meets OSHA standards.
- Ensures OSHA-approved First Aid kits are on site.
- Gives clear direction and sets a consistent standard of acceptable craftsmanship.
- Checks volunteers' work and provides feedback so jobs are done correctly.
- Secures job site at the end of each work day to make sure tools are put away and job site is cleaned up and safe.
- Works with Construction Manager to make sure needed tools are available as necessary.

Administrative

- Records and maintains work log of entire project to its completion.
- Reviews plans with Construction Manager as needed.
- Maintains close working relationships with City and County Building officials, utility providers such as P.G & E, cable companies, sub-contractors and vendors.

MINIMUM REQUIREMENTS

Knowledge of:

- Local building codes
- Construction tools
- Correct English usage, spelling, grammar and punctuation
- Microsoft Office applications including MS Word and Excel
- Basic math, filing and record keeping procedures

Ability to:

- Effectively supervise volunteers, keeping in mind they are the life blood of our organization
- Work with a variety of people with differing skill levels and backgrounds
- Work independently with minimal supervision
- Perform a variety of construction tasks
- Proficiently operate standard construction equipment
- Communicate effectively with the public as well as staff, Board members and volunteers
- Work efficiently with frequent interruptions
- Organize work effectively and set appropriate priorities for completing tasks
- Maintain records
- Understand and carry out oral and written instructions

EDUCATION AND EXPERIENCE

High school diploma or GED required. Certification in a trade such as carpentry, plumbing, electrical or similar field required. Associate's degree in a construction-related field of study would be good. Three years of construction or related experience required.