

POSITION DESCRIPTION

Classification

Non-Exempt

Reports to

Construction Project Manager

Summary/Objective

The Construction Site Supervisor's primary objective is to manage & lead volunteers and provide labor in the construction or repair of single family homes from framing to finishes. The volunteer experience is vital to the function of the organization and therefore this position requires excellent verbal communication skills, a positive attitude and strong awareness of utilizing volunteers' time efficiently. This position typically manages, on average, 20 volunteers independently and up to 100 volunteers with other staff for large event builds. Ability to teach construction tasks to unskilled volunteers and oversee the quality of their work, making corrections as needed, is the day-to-day function of this position. When volunteers are not scheduled, this position will continue to work onsite with other staff to ensure homes are complete through the final punch. Other duties include but are not limited to overseeing quality of work by subcontracted trades in the field, verifying quantities of materials delivered to the site are accurate, and collaborating with the Construction Project Manager to schedule work to meet deadlines. With safety at the forefront of everything done at the organization, it is imperative that this position always be aware of surroundings, quick to respond in the event of an accident and conscious of any unsafe conditions that may arise.

Essential Functions

1. Provide brief safety training and general overview of each day's task to group or individual volunteers.
2. Educate volunteers on the task(s) they are assigned to that day and ensure they fully understand before allowing them to work independently. Maintain supervision of their work throughout the day and help those who appear to need assistance.
3. If Crew Leaders are present onsite, ensure that they are given proper instructions and provided necessary tools to assist in leading volunteers.
4. Provide labor for construction as necessary to assist in maintaining build schedule
5. Ensure the proper quantity and types of tools required for the tasks are available to volunteers each day.
6. Collaborate with Procurement Manager to ensure an accurate quantity of materials are delivered in time for volunteer groups and trades as needed.
7. Monitor quality of construction of the home through all phases with the Construction Project Manager. Report any improper installations or poor quality of work by trades as needed.
8. Maintain a well-organized trailer and jobsite at all times.
9. Ensure all homes are locked and secure each day before leaving the site.
10. Lead activities and behaviors which promotes safety for staff, volunteers and subcontractors

Competencies

1. Framing & Carpentry Skills
2. CPR & First Aid Certification (will be provided if not current)
3. OSHA Competent Person 16-hour Certification (will be provided if not current)
4. Basic Software competency and ability to perform basic tasks on computer and mobile applications.

Supervisory Responsibility

Crew Leaders & Volunteers

POSITION DESCRIPTION

Work Environment

While performing the duties of this job, the employee may periodically be exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level in the work environment and job sites can be loud. The position regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and debris.

Physical Demands

The position requires the ability to occasionally lift heavy objects, walk and stand for long periods of time. The position requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination.

Position Type/Expected Hours of Work

This is a full-time hourly compensated position. This position requires long hours and weekend work. Primary schedule would be 7am-3:30pm Tuesdays – Saturdays.

This role's sole focus is construction.

Travel

Travel is primarily local during the business day in company provided vehicles.

Education, Experience & Attributes

- Passionate about Habitat for Humanity mission
- Minimum of 5 years rough carpentry experience
- Excellent verbal communication skills
- Enthusiasm, team-oriented and detailed
- Thorough understanding of residential construction practices in Florida
- Working knowledge of OSHA safety requirements
- Must possess a valid and Florida driver's license with clean driving record
- Strong knowledge and carpentry skills in the quality construction of homes from foundation to final finishes is required

Other Duties

Please note this job description is designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Office Location:

4116 Silver Star Rd. Orlando, FL 32808

To Apply:

Please send resumes and cover letters to employment@habitorlandoosceola.org
All resumes will be reviewed upon receipt.

HGO 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.

2/26/2019