

## POSITION DESCRIPTION

### **Mission**

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

### **Compensation**

Starting at \$20/hour

### **Benefits**

- ✓ Health insurance
- ✓ Dental insurance
- ✓ Vision insurance
- ✓ Short- & long-term disability
- ✓ Life insurance
- ✓ Retirement plan
- ✓ Paid holidays
- ✓ Flexible paid time off
- ✓ Book and movie clubs
- ✓ Wellness initiatives

### **Classification**

Nonexempt

### **Reports to**

Construction Project Manager

### **Summary/Objective**

The Construction & Facilities Supervisor's primary objective is to provide labor and oversight in the repair or construction of single-family homes from framing to finishes. This position will also assist the Procurement & Facilities Manager and Construction team in maintaining the construction fleet, HQ facility and supplementing inventory as needed for specific projects. This position will both manage projects independently and support and work with the Construction Project Manager and Procurement & Facilities Manager. 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. Ability to teach construction tasks to unskilled volunteers, overseeing the quality of their work and making corrections as needed, is a portion of the day-to-day function of this position. This position will also continue to work onsite with other staff to ensure homes are complete through the final punch or in the warehouse. 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. Since safety is a top priority for 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. Monitor quality of construction of the home through all phases with the Construction Project Manager
2. Coordinate with trades and assist with completion of work scope for repair projects. Report any improper installations or poor quality of work by trades as needed

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3. Assist with scheduling, PO's, inventory tracking, invoice approvals, construction workflow and critical path planning, sub-contractor expectations and management.
4. Perform or monitor and delegate tasks to volunteers, homeowners and other team members as appropriate.
5. Provide a safe and secure working environment at all times – abiding by all Habitat for Humanity Greater Orlando & Osceola County, OSHA, and other safety standards – and ensuring reporting of onsite incidents is completed in a proper and timely manner.
6. Maintain a well-organized trailer, warehouse, and jobsite at all times. Ensure the proper quantity and types of tools and personal protective equipment (PPE) required for the tasks are available to volunteers each day.
7. Assist in the maintenance of updated inventory of the warehouse, trailers and jobsites, in coordination with the Procurement & Facilities Manager.
8. Perform and coordinate emergency, routine and preventative maintenance for HQ, fleet and tools.
9. Support the procurement of materials and services for Construction and Facilities.
10. Receive deliveries and process supporting documentation.
11. Assist with warranty claims, as assigned.
12. Tracking completion of tasks and identifying potential issues using the daily log in construction management software to ensure construction projects are kept on schedule.

### Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. Framing & Carpentry Skills
3. Knowledge of both new construction and rehab
4. Ability to function effectively with a minimum of daily direction and support.
5. Can solve problems and make decisions independently in a creative and effective manner
6. Proficient in Microsoft Office Suite
7. Ability to work directly with people from diverse racial, ethnic, and socioeconomic backgrounds
8. Ability to perform all construction tasks related to residential new construction.

### Supervisory Responsibility

This position will supervise Crew Leaders and volunteers.

### 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. This position requires the extended use of PPE including hard hats, masks, and harnesses.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The position lifts heavy objects, walks and stands for long periods of time and performs strenuous physical labor under adverse field conditions. The employee lifts, pushes, pulls or carries objects; uses abdominal and lower back muscles to provide support over time without fatigue. The position requires good manual dexterity (hand, hand with arm, two hands) and multilimbed coordination. The position requires the ability to quickly move arms and legs. The employee must have excellent stamina.



# Construction & Facilities Supervisor

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### Position Type/Expected Hours of Work

This is a full-time, hourly position and hours of and days are Monday through Friday and/or Tuesday through Saturday, 7:30 a.m. to 3:30 p.m. Overtime is limited and must be approved by supervisor prior to working outside of scheduled hours.

### Travel

Travel is primarily local during the business day in company vehicle.

### Required Education and Experience

Demonstrated technical skills in residential construction

Minimum of 5 years rough carpentry experience

Excellent verbal communication skills with a variety of audiences, including volunteers, trades and homeowners

Ability to multi-task to keep construction projects organized and on schedule

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

Must obtain Anti-Money Laundering certificate within first 90 days: training provided by Habitat

Must obtain First Aid/ CPR/ AED certificate within first 90 days: training provided by Habitat

Must obtain Forklift operator certificate within first 90 days: training provided by Habitat

Must obtain OSHA Competent Person certificate within first 90 days: training provided by Habitat

### Other Duties

Please note this job description is not 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.

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### Office Location:

4116 Silver Star Rd. Orlando, FL 32808

### To Apply:

Please send resume and cover letter to [employment@habitatlorlandoosceola.org](mailto:employment@habitatlorlandoosceola.org)

All resumes will be reviewed upon receipt.

*Habitat for Humanity Greater Orlando & Osceola County, Inc. 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.*

5/19/2021

## POSITION DESCRIPTION

### Habitat Greater Orlando & Osceola County Core Values

WE... leads our core values as WE are a team operating together. WE are the foundation that the core values are built upon; these values do not apply to or represent just one of us -- they apply to all of us. Only as a team will we succeed.

#### Deliberate

- Planful – You look forward and work not only on what is in front of you, but also what is on the horizon.
- Measured – You pay attention to the little details that make a big difference.
- Levelheaded – You do things the right way, even when it's not the easy option.

#### Honorable

- Candid – You point out issues, along with possible solutions.
- Transparent – You own your mistakes and learn from them.
- Trustworthy – You do what you say you are going to do.

#### Nimble

- Empowered – You accept the independence and responsibility to excel.
- Creative – You integrate process improvements and innovations into project enrichment.
- Flexible – You welcome opportunities to broaden your skill set and gain new perspective.

#### Optimistic

- Positive – You embrace opportunities to positively elevate others.
- Fun – You work hard...but have fun doing it.
- Playful – You incorporate a spirit of adventure and playfulness into your work when appropriate.

#### Tenacious

- Diligent – You are mindful about the details and show care and enthusiasm for big and small projects alike.
- Dedicated – You champion perseverance in all that you do.
- Driven – You make sure that the job gets done even when there are obstacles or tight deadlines.