



HENDERSON COUNTY HABITAT FOR HUMANITY

HENDERSONVILLE, NORTH CAROLINA

JOB DESCRIPTION

Title: Site Supervisor

FLSA Status: Non-Exempt

Reports To: Bruce Gordon, Director of Construction

Employment Status: Full Time

Supervises: Volunteers &

Construction Assoc.

Organizational Requirements

- Must be goal-driven, results-oriented and committed to the organization's effort to increase its ability to have a positive impact on the service area's substandard and affordable housing challenges.
- Must have an understanding of the mission, history, values and goals of our Christian organization and be able to communicate this information to diverse groups of potential donors and volunteers.
- The ability to work effectively as a team member with staff and volunteers is essential.
- Ability to maintain confidential information, high ethical standards.
- Able to adapt to and excel in a fast-paced environment.
- Ability to effectively communicate in a professional manner with vendors, staff, board members, families, and anyone associated with Habitat for Humanity.
- Must pass Criminal Background, credit check and Sexual Offender Check.
- Must have basic computer skills, experience with general productivity software (Microsoft Office, G-Suite) and the ability learn and properly use other programs (Asana project management, construction management software, etc.), processes and procedures as required by the organization.

Job Requirements

- Have experience in the building trades and possess a solid working knowledge of all facets of construction.
- Have an ability to work well with both skilled and unskilled labor.
- Able to speak publicly to groups of workers and volunteers.
- Have good people skills and relate well to people in business, trades, government, the faith community, and the local community.
- Basic competence in the use of Word and Excel.

Education and Experience

- The Site Supervisor should possess a minimum of two years of field supervision experience or its equivalent.

Major Areas of Responsibility

Because of the importance of ensuring that Habitat's construction process and all the activities that support Habitat's construction process continue without interruption, the Site Supervisor will essentially serve in three capacities: primarily as the Site Supervisor, and, when needed, as back up to both the Director of Construction and the Construction Services Department. As such, the Site Supervisor will learn those two job functions in addition to his/her own and be prepared to fill those roles when there is a vacancy due to vacation, illness, or other reason.

The following is a summary, but is not limited, to the essential functions of this job. Other duties and education may be required and performed, not mentioned below and specific activities may change from time to time.

- Supervise the actual construction process for homes built by the affiliate, including all activities required in obtaining inspections and management of materials.
- Assist Director of Construction in overseeing all safety issues associated with the affiliate, including the responsibility to maintain knowledge of the Affiliate Safety Manual and diligently enforce its rules.
- Teach volunteers who assist in building: Train all volunteers to safely perform construction tasks as necessary and ensure on-site safety of all personnel, both staff and volunteer, and display patience with all volunteers.
- Interact with sub-contractors, volunteers, future homeowners, assisting in developing and maintaining schedules, and arranging inspections.
- Work with daily volunteer crews and outside group volunteers (when applicable), assigning tasks and teaching skills to perform assignments, as required.
- Work with partner families (when applicable), assigning tasks and teaching skills to perform assignments, as required.
- Review construction schedules on a daily basis and be aware of issues and progress on all building sites so as to be able to troubleshoot and avoid problems that might arise.

- Use the Integrated Homebuilder's Management System (IHMS) to monitor construction status and to ensure that construction progress is in alignment with individual house construction plans and timelines.
- Work with the Director of Construction for safekeeping of construction materials and items related to construction activities and their appropriate storage in order to minimize losses and/or damage.
- Work with the Director of Construction to insure tools are maintained in safe and usable conditions for construction. Teach crew members proper and safe use of tools required to accomplish various construction activities.
- Maintain accurate records regarding sweat equity hours when supervising partner families performing sweat equity and hours donated by outside volunteer groups. Submit weekly recap to the Director of Construction.
- Work with Volunteer Coordinator and Director of Construction to coordinate and facilitate blitz build days.
- Work with the Volunteer Coordinator in interfacing with volunteer groups performing occasional tasks for Habitat.
- Assist the Construction Services Department in purchasing and ordering construction materials as needed for homes under construction.

Hours of Duty

- Tuesday through Saturday, 7:00 a.m. to 3:30 p.m. eastern time or as needed based on work flow and volunteer scheduling, with a minimum of 40 hours per week.
- This is a non-exempt position that does qualify for overtime compensation.

Henderson County Habitat for Humanity is an Equal Opportunity Employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

Henderson County Habitat for Humanity is an at-will employer as allowed by applicable state law.