

DATE: August 11th, 2026

JOB DESCRIPTION: New Construction Site Supervisor

POSITION TYPE AND HOW WORK IS COMPLETED:

- Fulltime/Non-Exempt
- Regular hours 7:30am – 4:00pm EST Monday - Friday (Saturdays as needed)

SALARY: \$25/hour

REPORTS TO: Construction Director

OVERVIEW

The New Construction Site Supervisor will oversee the day-to-day operations of the new construction projects. This includes supervising associates, apprentices, and volunteers. This position ensures that all work is completed safely, professionally, and in alignment with the organization's mission and quality standards.

MAJOR DUTIES & RESPONSIBILITIES

Field Operations & Site Execution

- Oversee all day-to-day job site operations at subdivision, infill, and remote locations.
- Supervise Associates, Apprentices, Crew Chiefs, general volunteers, and homebuyers. Assign project responsibilities and manage daily performance and ensure that staff and volunteer hours are clocked in and/or logged into Builder Trend.
- Ensure adherence to established construction schedules and use scheduling software (Builder Trend) to monitor progress, meet deadlines, complete safety and daily logs.
- Communicate with Procurement Manager to coordinate material deliveries, confirm site readiness. Inspect all material deliveries promptly to confirm that they match purchase orders to identify any discrepancies. Communicate any shortages, overages, or wrong items and ensure corrections are made immediately.

Quality Control & Code Compliance

- Implement milestone-based inspection checklists (foundation, framing, dry-in, pre-CO, etc.) and daily site audits to reduce rework and punch list volume.
- Ensure all work performed by staff, subcontractors, volunteers, and homebuyers complies with affiliate set standards, approved drawings, building codes, permit requirements, and sound construction practices.
- Monitor and maintain construction quality, site cleanliness, job site organization, and maintain secure storage and control of materials, tools, and equipment.
- Participate in inspections and address identified deficiencies promptly.

Safety Management

- Manage day-to-day job-site safety practices and maintain a culture of safety.
- Ensure daily safety briefings are conducted, logged into Builder Trend, and all safety standards are consistently enforced.
- Inspect/monitor safety supplies (PPE) and ensure there is always sufficient supplies, within expiration date, and in good working order per manufacturer's standards.
- Ensure proper use, maintenance, and safe operation of tools and equipment.

- Ensure tools and equipment are maintained in safe and usable conditions.
- Ensure all scaffolding and any other fall protection equipment that is set up and actively being used is inspected daily before use.
- Maintain working knowledge of the Affiliate Safety Manual, diligently enforce all safety policies and procedures and train staff, volunteers, and homebuyers on safe construction practices and job site safety expectations.
- Ensure that all accidents are handled properly and promptly reported and documented via affiliate Incident Report Form and turned into HR by end of the day of incident.

Volunteer Coordination & Engagement

- Align volunteer skill sets with scheduled tasks and project needs.
- Coordinate closely with Outreach Specialist, particularly for sponsor-intensive builds, group volunteer days, and other large volunteer events.
- Serve as the primary job site contact for the Outreach Specialist.
- Mentor volunteers and homebuyers in construction techniques and safe work practices and foster a positive volunteer experience while ensuring productivity, safety, and quality standards are met.

Planning, Scheduling & Administrative Support

- Provide field input to the Construction Director and Procurement Manager on schedule feasibility and long-range build timelines.
- Support project planning and inventory management processes by identifying material, labor, and scheduling needs in advance, and by tracking construction materials added to or utilized from inventory.
- Assist with documenting project progress and communicating status updates to the Construction Director and the rest of the team during the bi-weekly Leadership Meetings.
- Contribute to continuous improvement of scheduling, procurement, inventory, and construction management processes.

KNOWLEDGE, SKILLS, AND ABILITIES

- Minimum of three years of field supervision experience or its equivalent.
- Proficient in Microsoft Office Suite, including Outlook and Excel and experienced with project manager software like Builder Trend.
- Ability to read and interpret plans, scopes of work, and building codes.
- Collaborative, professional team player with the ability to interact with diverse groups of people, including subcontractors and inspectors.
- Ability to set and balance priorities, adapt swiftly to changes, and exercise autonomy while making timely decisions in the field.
- Previous experience with OSHA requirements preferred.
- Valid driver's license with 3-years driving experience and reliable transportation required.

PHYSICAL REQUIREMENTS

- Must successfully complete a 75-pound lift test. The lift test involves lifting a 75-pound object from floor level to overhead height and returning it to the starting position safely, repeated three times.
- Manual dexterity and visual acuity for tablet and computer use.
- Must be able to stand for extended periods of time.
- Must be able to move about rough terrain at site locations.
- Must be able to climb ladders and scaffolding.
- Must be able to move about and perform work on roofs.



OUR COMMITMENT

Henderson County & Thermal Belt Habitat is an equal opportunity employer that values diversity, equity, and inclusion. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

INQUIRIES: Submit a cover letter and resume to employment@habitat-hvl.org

ADVERTISING PERIOD: August 12 – August 28, 2026.