



## **Job Description: Construction Supervisor**

### **Background**

Habitat for Humanity of Grayson County is an affiliate in the Texoma region of northern Texas. The affiliate builds three houses per year with long-term plans for accelerated building. The construction supervisor is the key individual whose responsibility it is to make that happen.

In addition, the affiliate completes a number of *A Brush With Kindness* projects each year. These are small, exterior-only repair and rehab projects that typically take one-three days with a small team of volunteers (5 – 10 volunteers).

The construction supervisor position is a full-time, salaried position.

Benefits include paid holidays, vacation, and potential limited health insurance.

### **Job Requirements**

The construction manager must possess excellent interpersonal skills and a thorough, demonstrated knowledge of affordable residential construction including knowledge of building materials, an understanding of sub-contractor work and requirements, job safety requirements, and construction management and organizational skills. In addition, the construction supervisor must have an understanding of and ability to work with volunteers. Qualifications include proficiency in using MS Word, Excel, and Outlook and adaptability to the use of scheduling and management software.

The construction supervisor must have excellent verbal and written communication skills in individual and group settings, a valid driver's license, and a willingness to work well with a diverse range of people. A positive attitude, capable leadership, and adaptability to changing priorities are necessary for success in this position. The construction supervisor must be committed to Habitat's mission to eliminate poverty housing by building decent, affordable housing in partnership with families in need in Grayson County.

### **Job Duties of the Construction Supervisor**

The construction manager will:

- Manage all on-site construction for house builds and any repair project, such as *A Brush with Kindness* projects;
- Ensure that all projects are completed on schedule, according to contractual conditions, and within budget;

- Coordinate with the Construction Committee the development of plans that are appropriate to the guidelines of Habitat for Humanity International, the partner family selected for the house, and the specific building site;
- Procure competitive bids from area sub-contractors and suppliers – a minimum of two bids wherever possible;
- Develop a house construction schedule that includes volunteer work days; coordinate each stage of construction to ensure that construction is completed on schedule;
- Implement appropriate safety practices and consistently reinforce the importance of job site safety with the volunteers;
- Communicate with volunteers on a regular basis during the construction season and manage volunteers in all aspects of house construction;
- Ensure that all volunteers receive appropriate safety training, sign liability waivers, and record their work time;
- Coordinate orders and delivery of materials so that volunteer time is effectively utilized and work proceeds without interruption;
- Direct and monitor all sub-contractors and ensure that their work is completed as contracted and in a timely fashion;
- Arrange for all required inspections and coordinate correction of any defects reported to ensure that the house is completed on schedule;
- Coordinate return of unneeded materials and make sure that proper credit is received;
- Supervise the partner family in their sweat equity work and sign off on their work to ensure that all hours are appropriately reported to the Executive Director;
- Communicate on a weekly basis with the Executive Director to report progress and any problems that may arise;
- Prepare a monthly progress report for the Board of Directors and attend board meetings when requested;
- Review all invoices, approve for payment, and submit all invoices to the Business Manager for payment each week;
- Conduct a walk-through with the partner family prior to closing and coordinate correction of any defects or any items on the punch list requiring attention;
- Coordinate completion of all warranty work reported within one year of the sale of the house;
- Attend the ground breaking and dedication ceremonies for the house;
- Complete training as needed to follow new building and REScheck codes, OSH Competent Person training, and others.
- Pass a background check.
- Have the ability to drive a pickup truck, back a trailer, and lift 30 pounds.