

JOB DESCRIPTION: Construction Supervisor

Primary Role: The Northeast Mississippi Habitat for Humanity Construction Supervisor reports to the Executive Director and is responsible for overseeing the safe construction of affordable, decent housing in the Tupelo-Lee County and surrounding area.

The Construction Supervisor coordinates the construction of safe, decent, affordable homeownership by:

1. Overseeing the construction process and schedules on all NEMS HFH projects.
2. Supervision of Construction Associate.
3. Supervising and leading on-site construction, sub-contractors, and construction volunteers.
4. Creating a respectful, positive, encouraging, and safe work atmosphere.
5. Procuring construction materials and assisting in the development of donations of professional labor and in-kind materials.
6. Ensuring that safety guidelines are followed on-site, and that adequate training is provided to the construction team and daily volunteers.
7. Holding the main responsibility for the delivery of homes/projects on time and within budget.
8. Being responsible for seeing that homes are built in accordance with applicable building codes.
9. Being skilled in detailed techniques and principles of construction, construction scheduling, procurement, budgeting, warranty program and continuous improvement.

Responsibilities

Construction Activities:

1. Evaluate potential properties for feasibility of future projects.
2. Communicate weekly with affiliate staff on status of build projects.
3. Prepare materials list from plans and organize timely ordering and delivery of materials and supplies.
4. Work with various municipal staff on the application and approval of permits, inspections and specifications as required.
5. Assist in presenting homeownership and good neighbor educational opportunities to partner families.
6. Maintain and ensure on time and on-budget completion of homes.
7. Ensure that the team is meeting all standards related to energy efficiency practices and other building programs in which the affiliate may be involved.
8. Responsibility to provide staffing, volunteer leadership, and adequate materials and tools to create excellent volunteer experiences on construction sites.
9. Monitor site recycling, material reuse, and material storage.
10. Maintain tools and equipment inventory. Coordinate tools and equipment among construction sites.
11. Execute "punch-list" items within one year from completion of construction.
12. Conduct walk-through inspection with family upon completion of the home. Work with Executive Director in providing necessary warranty cards and manuals for the homeowner manual.
13. Submit paperwork (credit card receipts, volunteer forms) in a timely manner.

Supervisory Activities:

1. Supervise and provide direction to Construction Associate.
2. Ability to supervise volunteers and patiently explain skills to accomplish tasks.

3. Ensure proper training and instructions on Habitat's construction practices and safety procedures are given to all volunteers.
4. Enforce safety policy and OSHA safety standards on site.

Skills and Personal Characteristics:

1. Dedication to and ability to articulate the mission and core values of NEMS HFH.
2. Detailed knowledge of techniques and principles of residential construction.
3. Knowledge and understanding of local and state building codes.
4. Knowledge and understanding of safe construction practices including regulations enforced by OSHA, specifically 29 CFR 1926 – Safety & Health Regulations for Construction.
5. The ability to safely use machines, equipment, and specialized tools used while performing work.
6. Ability to plan, schedule, prioritize, coordinate, delegate and manage multiple work activities.
7. Demonstrated administrative, communication, and leadership skills.
8. Attention to detail and overall quality control.
9. Technical understanding of land and infrastructure design and ability to read and interpret building plans and specifications.
10. Strong organizational and team management skills.
11. Strong interpersonal and communication skills, dealing well with a variety of people, personalities, and backgrounds.

Education and Credentials

1. Licensed as a Residential Builder.
2. Experience in residential construction, maintenance and repairs.
3. Experience managing volunteer-run teams and skilled professional teams.
4. Safety and first-aid training for emergencies on-site including basic CPR/First Aid and OSHA 10-Hour certification.
5. Proficient with basic computer skills.

Physical Requirements Necessary to Perform This Job:

The physical demands of the Construction Supervisor position are essential to the performance of this job. Any change in these demands would fundamentally change the job. The physical demands require that the Construction Supervisor be able to do the following:

1. Must be able to sit, stand, and walk for extended periods of time often on wet, slick, and/or uneven terrain or surfaces.
2. Must be able to work in dark and/or dimly lit conditions.
3. Must be capable of lifting, carrying, and/or toting up to fifty (50) Lbs.
4. Must be able to bend/stoop, squat/crouch, push/pull, climb, kneel, twist, reach, pinch, pick, and feel.
5. Must be able work both inside and outside, in the heat and cold, and around moving equipment.
6. Must be able to work at heights exceeding four (4) feet.
7. Must be able to manipulate equipment controls safely and accurately by pushing, pulling, squeezing, and turning levers, knobs, switches, buttons, wheels, and valves.
8. Must be able to use various hand tools, power tools, and equipment in a safe manner to perform job functions.

Restrictions

The following restrictions apply to the Construction Supervisor position:

1. Must be at least twenty-one (21) years of age.
2. Must possess and/or be willing to earn and maintain a valid Class B (or higher) commercial driver license.
3. Must maintain a suitable driving record with the Department of Transportation.
4. Must maintain a valid Department of Transportation physical examination certificate.
5. Must be able to pass a pre-employment Department of Transportation drug screen and physical exam.
6. Must be able to follow written and oral instructions using common sense understanding and reasoning.
7. Must be able to read, write, and understand English.
8. Must be proficient in basic math skills including adding, subtracting, multiplying, and dividing.
9. Must be proficient in in basic computer skills including the use of email, word processing and spreadsheets.

Reports to: Executive Director

Employment Status: Full-Time, non-Exempt

Salaried Position including benefits package

Contact: Executive Director at Mary Ann Plasencia at 662-891-8498