



We build strength, stability, self-reliance *and* shelter.

Job Description Site Supervisor Habitat for Humanity of Orange County, NC

Organization

Habitat for Humanity of Orange County is solid like the houses it builds. With integrity, creativity, and a clear and powerful belief that “everyone in Orange County deserves a decent place to live,” it is continually adapting to meet a need for more affordable housing. It is seeking a Site Supervisor with a passion for its work and an entrepreneurial spirit.

Solid like the houses it builds, Habitat works with integrity, creativity, and a clear and powerful belief that “everyone in Orange County deserves a decent place to live.” Since 1984, Habitat has built 331 new homes throughout Chapel Hill, Carrboro, Hillsborough, and the broader county. Orange Habitat is an affiliate of Habitat for Humanity International (HFHI), an ecumenical Christian organization that excels at attracting people of any or no faith to work together to build homes, community, and hope. The affiliate has sponsored another 256 homes overseas in partnership with HFHI’s global work and pre-COVID led trips of local volunteers, staff, and board to build homes in places like Guatemala, Honduras, and Myanmar. The organization was granted the 2020 Community Impact Award by the Chapel Hill Carrboro Chamber of Commerce, awarded the Corporate Philanthropy award in 2021 by the Triangle Business Journal, in 2019 was announced as the Non-Profit of the Year by the Hillsborough Chamber, and was a 2020 recipient of GSK’s IMPACT award.

The Habitat model of sweat equity and affordable mortgages has been social enterprise in action before the term became popular. Habitat has expanded beyond the model to serve more families with its Home Preservation program, which has helped keep 228 families in their homes through affordable repair services. Collaborations and partnerships are at the heart of how Habitat operates and are the basis of its success.

Working with other affordable housing organizations in the community, Habitat has built 18 new homes and repaired dozens more in the historically African-American Northside neighborhood in downtown Chapel Hill-Carrboro. Four new homes in Northside will be starting construction this fall, a major opportunity for volunteers and the annual fund. Those moving into Habitat homes reflect the changing demographics of the community including Hispanic, African, and Karen/Burmese families. Orange Habitat partners with Habitat for Humanity of Wake County to operate a ReStore in Durham County and the first Orange County ReStore in Hillsborough. By working closely with local and statewide affordable housing organizations, and often playing a leadership role, Habitat successfully advocated for the \$5 million Orange County affordable housing bond in 2016 and the \$10 million Town of Chapel Hill affordable housing bond in 2019. The CEO of Habitat recently served a two-year term as the co-chair of the Orange County Affordable Housing Coalition and led The Chamber’s Big Bold Ideas initiative.

Orange Habitat is intentional about integrating diversity, equity, and inclusion into every facet of our organization. To us, these are more than just buzzwords or checklists. For the past two years, the organization has been on a journey with consultants at [BIWA | Emergent Equity](#). These efforts have allowed Habitat to recruit more diverse staff and board members, but the impact has been deeper than changing a statistic. To move from short-term interventions to long-term change, we have had hard conversations about the culture, values, and norms of Orange Habitat. Organizations cannot achieve equity with policies, procedures, and practices that are not developed through an equity lens. Our staff and board have participated in a number of workshops and simulations to examine the history of race and help us think critically about how that relates to our work, programs, and the people we serve. In March, Habitat held a community breakfast featuring an



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expert panel on racial equity in housing and the unveiling of the organization's award-winning [Promoting Black Homeownership Report](#). Orange Habitat is also a member of Habitat International's task force on [Advancing Black Homeownership](#).

Today, Habitat employs 26 people and is overseen by a 17-member Board of Directors. Its Advisory Board serves as ambassadors for the organization but do not have a governing role. Last year, more than 2,000 volunteers played an active role in Habitat's success, including many who volunteer on a weekly basis. The organization has a FY22-23 operating budget of \$6,466,250 with contributions from individuals, corporations, foundations and the faith-based community projected at \$1,650,000 (26%); earned income from home sales and proceeds from the ReStore projected at \$4,449,000 (69%), and other sources including government funding projected at \$317,300 (5%).

Candidate Description

Reporting to and under the direct supervision of the Construction Manager (CM), the Site Supervisor is a member of HHOC's Construction team. This position is responsible for maintaining the construction site, and completing assigned houses to the Organizational standards and in a timely manner by supervising volunteers and subcontractors.

This is a full-time, non-exempt position (40 hours per week), with a normal weekly work schedule of Tuesday - Saturday.

Specific Responsibilities

Site Management

- Manage and coordinate all activity on the construction site
- Interact with everyone who comes on the site
- Coordinate deliveries
- Responsible for the organization of the site: materials, equipment, vehicles, etc.
- Responsible for maintaining a safe and clean site in regards to recycling, trash, and the storage of materials

Volunteer Supervision

- Prepare the work site for volunteer workdays
- Organize tools and materials before and after every workday, including periodical reordering of the tool bins
- Greet volunteers: provide Habitat Overview on days when the Volunteer Coordinator is not present
- Provide a safety orientation and an overview of job tasks for the shift
- Assure that all safety standards of HHOC are being observed
- Assign Tasks to volunteers based on skill levels and aptitudes
- Instruct volunteers and set high standard for workmanship
- Continually encourage and nurture volunteers during the work period
- Set high standards for volunteers
- Provide first aid as necessary
- Communicate volunteer needs to the Construction Manager



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Home Buyers

- Involve home buyers in construction
- Direct home buyers to appropriate Habitat Staff when questions arise
- Assist home buyers with minor repairs after move-in
- Participate in trainings and other formal home buyer nurture activities
- Work with home buyer during construction process to answer any questions or concerns

House Supervision

- Create schedule from floor framing to move-in of houses assigned to you with the CM
- Communicate material needs to the CM to have them arrive in a timely manner, and check them against PO's when delivered
- Secure and protect all materials from theft, weather or equipment damage
- Prepare houses for volunteer workdays by completing or coordinating prerequisite work and making tasks lists to assign to volunteers
- Communicate with Construction Manager to schedule trades
- Support trades by having worksite clean, locations marked, and materials needed stocked in the house
- Check readiness of all work for inspections
- Schedule Inspections with the Inspections department or any third party Inspectors
- Accompany Inspector when possible, and make corrections as quickly as possible
- Provide quality control to meet Green Building Specifications
- Ensure house is completed by the scheduled move-in day
- Work with Construction Manager to stay on schedule and communicate any delays
- Perform walk through with families after move-in and complete any punch list tasks in a timely manner

Additional Responsibilities

- Assist with setup and breakdown of jobsite temporary facilities (storage, access, power, etc.)
- Supervise site prep
- Closely monitor construction costs and work to reduce costs as much as possible
- Be knowledgeable about Habitat's mission and convey it effectively to volunteers
- Work with other construction staff to create a continuity of construction techniques and volunteer experience across all Habitat jobsites
- This description covers principal duties only and is not intended to include all the duties that may be assigned to positions within this classification.

Qualifications

- On-site experience with residential construction
- Strong construction finishing skills including finish carpentry, drywall, paint, light plumbing, light electrical
- Experience using and maintaining tools
- Experience as a Habitat volunteer and/or staff is highly recommended
- Physical ability to work outdoors, use tools, and lift 75 pounds



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Expectations

- Maintain Habitat tools, vehicles, and equipment
- Maintain a consistently passionate representation of the mission and purpose of Habitat for Humanity.
- Motivated by achievement of goals, quick learner, self-directed, self-starter—capable of working both independently and interdependently with a team.
- Handle multiple tasks with high attention to detail and accuracy.
- Remain flexible and adjust priorities as needed.
- Use discretion when dealing with sensitive or confidential matters.
- Comfortable with some travel, mainly within our service area.
- Comfortable with weekend hours
- Comfortable with working with a variety of individuals, and with maintaining a good relationship with all stakeholders
- Willing to perform all tasks of residential construction, including warranty work

Compensation: Commensurate with experience and abilities and reflective of salary levels in nonprofit organizations. Benefits package includes holidays and paid time off, health insurance, 401k, and long and short-term disability insurance.

Salary Range: \$35,000-\$45,000

In one document, please send a cover letter and resume to careers@orangehabitat.org

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW.

THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.