



Construction Site Supervisor

Habitat for Humanity of Orange County (HHOC) is an affiliate of Habitat for Humanity International, an ecumenical Christian organization that excels at attracting people of all faiths and the secular community to work together to build and repair quality, affordable homes. With integrity, creativity and a clear and powerful belief that “everyone in Orange County deserves a decent place to live,” HHOC is continually adapting to meet the need for more affordable housing in Orange County.

HHOC is a well-run, respected organization with a hard-working Board of Directors and a dedicated staff and committed volunteers. It is stable financially and has ambitious plans for the future. It now needs a forward-looking, assertive construction leader who can build on this foundation and will be a critical player in its future success.

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

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

Expectations

- Maintain Habitat tools, vehicles, and equipment
- 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.

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.