



Position: Construction Manager, Full-Time, non-exempt

Reports to: Director of Construction

Summary: Independently manage and supervise Habitat jobsites comprised of staff and volunteer construction crews. Coordinates material and supply orders, performs quality control checks, supervising subcontractors, and working with building inspectors. A leader in Habitat's Critical Home Repairs program, working with Homeowner Services in creating estimations of work and scheduling of repairs. Coordinates construction warranty work, and assists the Director of Construction in other projects as assigned. This position will have direct reports and will be responsible for all supervision of assigned staff (hiring, scheduling and planning work, performance evaluations).

Summary

Habitat for Humanity of East Jefferson County (HFHEJC) seeks a team member who will supervise the Habitat jobsites including training volunteer construction crews to build Habitat houses. Includes coordinating material and supply orders, ensuring volunteer safety, performing quality control checks, supervising subcontractors, and working with building inspectors.

The position is an exciting opportunity for the right individual to continue to learn more about construction while helping address a critical issue, namely housing, that profoundly impacts human well-being. The successful candidate will find deep reservoirs of support along with a vibrant community in which to make their home.

To apply, please send your cover letter and resume with "Construction Site Supervisor" in the subject line to jobs@habitatejc.org.

Responsibilities

Site Management and Supervision (50%):

- Manage and coordinate activities across multiple sites with direct site build responsibility as needed
- Assist with scheduling of builds and create build timelines and sequences
- Communicate material needs to have them arrive in a timely manner across sites

- Secure and protect all materials from theft, weather or equipment damage
- Communicate with Director of Construction and directly with Trades to schedule needed work
- Check readiness of all work for inspections
- Schedule Inspections with the Inspections department or any third-party Inspectors and ensures corrections are made as quickly as possible
- Provide quality control to meet Habitat US Construction Standards and Energy Star requirements
- Work with Director of Construction to stay on schedule and communicate any delays
- Perform walk through with homeowner before move-in and completes any punch list tasks in a timely manner
- Closely monitor construction costs and work to reduce costs as much as possible

Critical Home Repairs Program (30%):

- Provide support to selected applicants prior to, during and following a repair including application and financial paperwork, communication regarding project status, and sign-off.
- Oversee owner-occupied home repair work, developing scope of work for each project, cost projections, and schedules
- Manage bids, select contractors, develop and oversee safety plans for each work site, ensure projects are executed according to plans, and coordinate contractors
- Identify repair work that can be done by construction volunteers and provide supervision to volunteer crews
- Communicate with customers and coordinate work with Homeowner Services Manager, providing information to facilitate smooth execution of projects

Volunteer Supervision (10%):

- Be knowledgeable and an advocate for Habitat's mission and conveys it effectively to volunteers
- Work with other construction staff to create a continuity of construction techniques and volunteer experience across all Habitat jobsites
- Ensure safety orientations and jobsite assignments are made
- Assure that all safety standards of WA State Department of Labor & Industries Occupational Safety and Health Standards for Construction are observed
- Assign tasks to staff and volunteers based on skill levels and aptitudes
- Instructs volunteers and continually encourages and nurture volunteers during the work period
- Provide first aid as necessary

Job Site Safety (10%):

- Serves on the Affiliate Safety Committee; monitor jobsites for safety hazards and pause or redirect work if necessary to maintain safety. Perform job hazard assessments on new tasks/processes to ensure the work is done safely; oversees the development of relevant safety guidelines and standards
- Instruct staff and volunteers on safe work habits, required Personal Protective Equipment and safe use of equipment
- Lead daily safety meetings including daily safety tool box talks applicable to the work being done as need be (i.e., working at heights, working in the sun/heat)
- Perform routine inspections of personal protective equipment, tools and equipment (power tools, guarding, electrical cords)
- Tracks group and site incidents and/or near misses and helps implement mitigation solutions
- Monitor jobsite and practices for compliance with WA State Department of Labor & Industries Occupational Safety and Health Standards for Construction

Home Buyer Engagement (as needed):

- Involve future home buyers in construction
- Direct home buyers to appropriate Habitat Staff when questions arise
- Assist home buyers with minor repairs or warranty work after move-in
- Work with home buyer during construction process to answer any questions or concerns

Qualifications and Skills:

- Support and endorse the Habitat for Humanity mission
- Sufficient residential construction knowledge and experience (15 years minimum) to supervise others (primarily volunteers) to build houses to current building codes, with careful workmanship, using best practices
- Ability to manage multiple variables in a fast-paced environment while remaining flexible, calm and good-natured
- Ability to lead, teach and motivate volunteers with varying skill levels and backgrounds
- Thorough knowledge of OSHA safety regulations
- Able to achieve certifications in Habitat for Humanity Competent Person, first aid, and CPR (will provide training)
- Ability to travel to various worksites as assigned
- Ability to safely operate a construction vehicle (pickup truck or similar)
- A current WA State driver's license and good driving record (meets insurance requirements)
- Experience as a Habitat volunteer and/or staff is highly desirable

- Physically able to work on outdoor construction site in all kinds of weather, lift 50 lbs., stand, reach, climb ladders, balance, see, hear and effectively communicate orally in English.

Compensation:

Hiring Range \$33.15 – \$37.30 per hour, Full Range \$33.15 – \$49.73. Full-time non-exempt role with a standard work week of Tuesday-Saturday which includes the below benefits:

- Employer-paid medical, dental and vision for employees regularly working at least 30 hours per week, beginning first of the month after hire; in addition, currently providing employer contribution to Health Savings Account for eligible employees. Dependents may be covered at employee expense.
- 401k program, currently contributing 4% of eligible wages for eligible employees
- Employees working at least 20 hours per week receive 15 days' vacation, 10 holidays, and two personal days (all accrued on a pro-rated monthly basis)
- All employees receive 10 days sick time per year, accrued on a pro-rated monthly basis

Our Mission:

- Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Equal Employment Opportunity

Habitat provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.