

Coastal Empire Habitat for Humanity Inc.

Job Description

Job Title	<u>Construction Supervisor</u>	Program	<u>Construction</u>
FLSA Status	<u>Exempt</u>	Report to	<u>Chief Executive Officer</u>
Revision date	<u>11/15/2021</u>	Date Created	<u>5/4/2020</u>
Division	<u>Construction</u>		

POSITION DESCRIPTION:

The Coastal Empire Habitat for Humanity is looking for a reliable Construction Supervisor to direct Habitat's home construction projects, including onsite supervision of subcontractors and volunteers, and track progress along the way in a timely and cost-effective manner. This position will be responsible for budgeting, organizing, scheduling, and implementation of the projects. This position reports to the CEO.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Oversee and direct construction projects from conception to completion
- Review the project in-depth to schedule deliverables and estimate costs
- Oversee all onsite and offsite constructions to ensure compliance with building and safety regulations and procedure
- Manage all finance management of construction including project budgeting, purchase requisition, and invoice payments
- Coordinate and direct construction volunteers and subcontractors
- Secure tools, materials and equipment needed for construction activities; track inventory
- Review the work progress on daily basis
- Prepare internal and external reports pertaining to job status
- Plan ahead to prevent problems and resolve any emerging ones
- Negotiate terms of agreements with subcontractors and vendors
- Obtain permits and licenses for projects
- Analyze, manage and mitigate risks
- Ensure quality construction, the use of proper construction techniques and compliance with applicable building code
- Teach construction skills to volunteers
- Perform other duties as assigned by the CEO

SUPERVISORY LEVEL

Supervises construction volunteers and subcontractors

EMPLOYMENT STANDARDS OR JOB REQUIREMENTS

Education, Training, Special Licenses: High school diploma or equivalent; Relevant Post-secondary associates or degree in construction management, architecture, engineering or related field preferred. Have Georgia Residential Contractor License, or the ability to become licensed in a short time frame after hire. Must possess a valid Georgia Driver's License; must have an acceptable Criminal Background Check and pre-employment Drug Screen.

Experience: Proven working experience in construction management; Advanced knowledge of construction management processes, means and methods; Expert knowledge of building products, construction details and relevant rules, regulations and quality standards; Understanding of all facets of the construction process; Familiarity with construction management software packages; Ability to plan and see the "big picture"; Competent in conflict and crisis management; Leadership and human resources management skills; Excellent time and project management skills; Experience in interpreting and

Coastal Empire Habitat for Humanity Inc.
Job Description

implementing policies, rules and regulations; Experience must include use of spreadsheet software such as Microsoft Excel; database software; typing skills and computer literacy.

Skill at: Must be able to work in a high-demand position and be able to meet stringent deadlines; Must be able to interpret and analyze statistical, financial information, and identify problems; prepare technical reports for use by management; develop, monitor and submit budget reports; must be a self-starter, enthusiastic, aggressive, a people person, creative, goal-oriented, and a visionary; experience with and strong comprehension of how to develop long term, strategic relationships; must understand public, private and government funding requirements and proposals; must be able to read building architectural plans and specifications; must have a passion and strong appreciation for the mission of the organization; must be able to build relationships and work well with corporate and community leaders; must have a knowledge of the community, its funding sources and philosophies; requires customer service skill in dealing with the general public; communicating with a diverse population; and business telephone procedures and etiquette. Must be able to communicate written and verbally in the structure and content of the English language with attention to spelling, composition and grammar. In addition must have the ability to organize office files, equipment, etc. and prioritize daily work.

TYPICAL MENTAL DEMANDS:

Remembering the big picture and all the thousands of small details necessary to build a quality house at a committed estimated cost; anticipate problems and prevent them; orchestrating vendors, subs and volunteers for a timely build; develop and plan & manage a master schedule of all the construction work; making oral presentations before groups; and be able to communicate written and orally using generally accepted grammar.

WORKING CONDITIONS:

This job is performed in a typical office setting as well as construction site.

Approved by: _____

Date _____

Reviewed/Received by: _____

Date _____