



**POSITION DESCRIPTION**

<b>Title: Construction Supervisor</b>	<b>Employment Status: Full-Time</b>
<b>Department: Construction</b>	<b>FLSA Status: Non-Exempt</b>
<b>Reports to: Construction Superintendent</b>	<b>Supervises: Volunteers</b>

**MISSION:**

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

**GENERAL DESCRIPTION:**

The Construction Supervisor is responsible for supervising volunteers in building residential structures from foundation through final construction (receipt of Certificate of Occupancy). This position is also responsible for working with the Director of Homeowner Services to create and oversee a residential external repair program. This position reports to the Construction Superintendent.

**CORE RESPONSIBILITIES ON SITE:**

- Responsible for leading groups of volunteers in the construction of Pikes Peak Habitat for Humanity homes and external homeowner-occupied residential repair and deconstruction projects.
- Responsible for teaching all aspects of building skills from safety to clean up.
- Assist in the planning and preparation for daily activities on the construction site.
- Responsible for construction site safety.
- Assist with inventory of materials and tools to make sure we can accomplish all tasks necessary on our construction site.

**KNOWLEDGE & SKILLS:**

- Ability to balance leadership and management roles within a growing department and between departments. Self-starter and ability to work independently.
- Solid knowledge of residential construction and volunteer supervision.
- Successful leadership experience and ability to manage multiple projects simultaneously.
- Works as an effective and proactive team player. Collaboration, networking and relationship-building skills.

- Able to identify, evaluate, problem solve and give direction regarding problem resolution for individual and department-wide issues. Position requires an ability to effectively manage conflict.
- Knowledge of creating and following scope of work; correctly interpreting blueprints and completing construction per blueprints; understanding ILCs, grading and soils reports and assuring excavation is per said reports.
- Makes decisions and solves problems independently and effectively and take ownership of mistakes in a timely and professional manner. Ability to think and act decisively.
- Exceptional communication skills.
- Excellent interpersonal skills with diverse types of people.
- Positive, optimistic outlook that fosters an upbeat work environment.
- Ability to manage multiple projects simultaneously.
- Maintain professional, discrete communication and does not pass along information that may be considered private and protected information to partner families, volunteers, donors, vendors and other staff.
- Enhances the department's culture by reinforcing core values and fostering a positive work environment.
- Maintains a working knowledge of best practices and significant developments and trends in the field of residential construction.

#### **EDUCATION, EXPERIENCE:**

- HS diploma or equivalent required, with significant residential construction supervisory experience. BA/BS preferred.
- One (1) or more years of direct on-site experience with increasing responsibility in an applicable setting.
- Thorough understanding of and project management experience in the residential home construction process.
- Knowledge of applicable residential building codes.

#### ***Required:***

- Reliable transportation, a valid driver's license, current auto insurance and a good driving record.
- Exceptional attention to detail.
- Must pass a background check.
- Excellent interpersonal skills to establish, build, and maintain effective working relationships with colleagues, board / committee members, volunteers and individuals from diverse faith beliefs.
- Respectful of individuals from a variety of cultural and religious backgrounds and able to treat their beliefs with dignity.

#### **PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

- Ability to work effectively in residential repair, deconstruction and construction site environments.
- Ability to travel to and from meetings or appointments in locations and times when public transportation is unavailable.
- Ability to adequately traverse a residential construction job site; climbing, jumping, lifting, carrying (minimum 50 lbs.) or other similar activities as required.
- Ability to evaluate completed construction tasks/stages for their correctness.

- Ability to communicate assigned tasks or to convey information to staff and volunteers.
- Ability to maneuver typical construction site obstacles.

#### **WORK ENVIRONMENT AND CONDITIONS:**

- This is a full-time position Tuesday-Saturday 8am-4:30pm.
- Exterior working environment during a variety of weather conditions.
- Ability to drive all construction vehicles as required and be insured.
- Able to drive in metro area to reach construction sites.

#### **APPLICATION TIMELINE & INSTRUCTIONS: NO PHONE CALLS, EMAILS OR PERSONAL INQUIRIES**

- Position will remain open until filled
- Apply on our website at [pikespeakhabitat.org/employment](http://pikespeakhabitat.org/employment)
- Upload C.V./Resume
- Upload cover letter explaining how you meet/exceed the position's preferred levels of education and experience contained within this job description