

Part-Time Construction Supervisor

Habitat for Humanity of Porter County

We are looking for more than someone who is a knowledgeable construction worker. The right fit for this job will be organized, can teach volunteers including those with little to no construction experience, believes that everyone deserves a decent and safe place to live, and who is passionate about helping others and the community we are located in.

A Habitat for Humanity Construction Supervisor oversees all job site activities, ensuring projects are completed on schedule and to quality standards, while also supervising volunteers.

Habitat for Humanity of Porter County plans to hire the Part-Time Construction Supervisor so they will learn the role alongside the Current Full-Time Construction Supervisor.

KEY RESPONSIBILITIES

- **Project Management:**

Oversee and coordinate all aspects of building, potential remodeling and other construction related work, including maintaining build schedules, creation and maintenance of budgets and cost controls, and ensuring houses are completed on time.

- **Supervision and Training:**

Supervise, educate, and motivate volunteers on construction projects, ensuring they are trained in safe tool usage and construction procedures.

- **Quality Control:**

Monitor quality control, apply for and coordinate all required permits and inspections, and ensure that all construction adheres to building codes and safety regulations.

- **Safety:**

Ensure a safe job site by enforcing safety protocols and addressing potential hazards. Conduct toolbox talks reviewing the work that will be completed daily and to address all volunteers regarding safe working procedures.

- **Subcontractor and Material/Equipment Coordination:**

Communicate with subcontractors, bid work out to multiple subcontractors when required, schedule their work in advance to ensure timely completion of work, and ensure that work conditions are ready prior to their arrival. Code invoices when deliveries are received to align with the budget.

- **Communication and Collaboration:**

Communicate effectively with Habitat Staff and Board members, volunteers, future homeowners, and other stakeholders, providing regular progress reports and addressing any issues that arise.

- **Material and Equipment Management:**

Order and coordinate material and equipment deliveries and ensure that the necessary tools and materials are available on site.

- **Ambassador Role:**

Serve as an ambassador for Habitat for Humanity, ensuring a positive experience for volunteers and homeowners.

QUALIFICATIONS

- High School Diploma
- Three or more years of experience in construction with residential experience being preferred
- Previous experience teaching or leading a team of construction personnel
- Effective interpersonal skills with a variety of people, backgrounds, and personalities
- Able to give specific oral and written instruction and direction to individuals and groups
- Able to lead, manage, supervise and motivate individuals and teams of volunteers
- Able to plan, schedule, prioritize, coordinate, delegate and manage multiple activities
- Able to analyze circumstances, make routine decisions, problem solve, and give direction regarding problem resolution
- Possess sufficient knowledge of residential construction to determine needed materials, and schedule, coordinate and participate in construction activities including a working knowledge of residential building codes

- Able to use hand and power tools needed to complete residential construction tasks and instruct others on their effective and safe use
- Able to read and interpret standard residential construction blueprints and specifications
- Possess basic mathematical aptitude to calculate building measurements, quantities, etc.
- Certified in first aid and CPR (or able to be certified within three months of hiring)
- HFHI Competent Person Certification (or able to be certified within 12 months of hiring)

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is completed both outside on a construction site and inside environments under construction. Daily exposure to dirt, dust, dampness, construction debris, extreme temperatures, construction and delivery noise, fumes and odors.

All candidates must be able to:

- Stand, walk, crawl, kneel, and climb ladders and stairs for a majority of a day including work on scaffolding and uneven surfaces
- Reach, Lift, Hold, Push, Pull, Carry materials and equipment regularly around 10-40 lbs and occasionally 75 lbs or more
- Independently operate motor vehicles

The position would be for between 16-24 hours a week including most Saturdays when we are under construction on a home.

All candidates who have received an offer of employment will be required to undergo a Sex Offender and Criminal Background Check prior to be hired by Habitat for Humanity of Porter County.

To apply, e-mail your cover letter and resume to mail@portercountyhabitat.org. No walk-ins or phone calls, please.