

Site Supervisor Job Description

<p>Position/Title Site Supervisor</p>	<p>Reports To: Senior Site Supervisor (direct); Executive Director (direct); Finance/Family Services Director (indirect)</p> <p>Salary Range/Grade Level: Non-Exempt</p>
<p>Principal Objective of Position: To manage the safe and affordable house construction, rehabilitation, and warranty programs utilizing volunteer labor and contracted labor.</p>	<p><i>This job description indicates the general level and nature of work expected of the incumbent. It is not a comprehensive list of specific duties or activities associated with the position. In addition to the technical knowledge and abilities required, site supervisors must be in good physical condition, be able to work outdoors, be able to stand, kneel and squat for long periods of time and able to lift and move 50+ lbs. without assistance (i.e. lumber, bundles of shingles, windows, doors, tools & equipment, etc). Supervisors must have reliable transportation, a valid driver's license and ability to qualify to be on Habitat's auto insurance policy – and the ability to maintain that qualification. Supervisors also must be able to work independently and follow instructions without constant/direct supervision. This position will work on both new construction and take the lead on home repairs through the Brush With Kindness program. Supervisors may be asked to perform other duties as assigned.</i></p>
<p>Principal Areas of Responsibility Requiring 85% or More Time</p>	<p>Under the leadership of the supervisor(s), lead volunteers at the Habitat construction site during construction build days. Organize projects ahead of volunteer arrival that are meaningful and necessary. Ensure that volunteers are used productively with minimal idle time. Create modified training and education to volunteer groups including the development and execution of on-site clinics for volunteer groups by providing mini instructional sessions. Adequately gauge volunteer ability and create an environment that utilizes volunteer skills positively.</p> <p>Ensure 100% safety of volunteers and staff while on site with full compliance to OSHA standards as well as safety/ personnel/ practices of Habitat for Humanity of Goldsboro-Wayne (HFHW). Implement and maintain safety and personnel policies approved by the Board of Directors. Address and document violations of policies and code of conduct by volunteers or colleagues. Present all policy proposal concerns to the Senior Site Supervisor, who may give approval to present to the Executive Director.</p> <p>In coordination with Volunteer Coordinator, ensure that volunteers are greeted and signed in properly upon site arrival. Educate volunteers daily on Habitat's program, local mission, upcoming events and other pertinent information as given by the Senior Site Supervisor, Finance Director or Executive Director. In cooperation with Volunteer Coordinator, recruit and recognize construction volunteers. Work with Volunteer Coordinator in recruiting, training and retaining volunteers and crew leaders. Resolve situations involving volunteers in consultation with the Volunteer Coordinator and the Senior Site Supervisor.</p> <p>Adhere to building schedule and budget as approved by the Senior Site Supervisor and Finance Director with no deviation.</p> <p>Facilitate a positive, team-oriented environment in which all staff and volunteers are given the opportunity to achieve their full potential. Adhere to code of conduct and personnel policies that prohibit negative communication and talk against and person or entity of the HFHW agency to any staff, volunteer, or subcontractor.</p> <p>Maintain a neat and clean work area including storage and maintenance facility to project a positive image of Habitat for Humanity to the public.</p> <p>Provide education and oversight for special volunteer groups, workforce, etc.</p> <p>Anticipate problems and issues typical of this ministry and personally act in a way suitable for a Christian workplace including in speech, conversations, dress, negotiations, etc.</p>
<p>Areas of Responsibility Requiring 10% of Time</p>	<p>Work with staff and board to design events that build support and enthusiasm for Habitat's mission in individuals and the community- at-large.</p> <p>Remain current and informed regarding building codes, energy standards, and applicable laws and other technical dimensions of construction operations. Attend continuing education training when asked.</p>

	<p>Provide weekly report of construction activities, expenses, projects and public relations activities to Construction Manager. Present construction-in-progress report when asked.</p> <p>Rectify all warranty complaints and repairs within stated timeframe as assigned.</p> <p>Keep Construction Manager informed of staff, operational and financial matters.</p> <p>Conduct an evaluation</p>
<p>Areas of Responsibility Requiring Less Than 5% of Time</p>	<p>Attend staff meeting when required.</p> <p>Perform public speaking to various professional, civic, and prospect groups in order to increase church, organizational, and individual sponsorship of homes when asked.</p> <p>Monitor competitive construction market environment (pricing and practices). Suggest potential advantageous building practices and material cost saving opportunities to Senior Site Supervisor and Finance Director as identified.</p> <p>Meet with site supervisors and Finance Director to ensure communications are strong and obstacles are addressed. Meet with all staff members monthly.</p> <p>Represent HFHW at events such as home dedications, ground breaking ceremonies, fundraisers, and attend conferences as needed.</p> <p>Advocate for accessible and energy-efficient housing.</p> <p>Other duties as assigned.</p>

I have received my job description and have read, understand and have the ability to perform the tasks in this job description without restrictions. I also understand the aspects of my job duties and criteria for annual review.

Signature

Date

Manager Signature

Date

COPY