



Construction Supervisor (Part-time)

The Construction Supervisor is responsible for planning for new construction or repair projects, preparing the building or home repair site, and supervising the building or repairing of Habitat Choptank homes and rehabs that are being built by volunteers or through the use of private contractors and/or with modular components.

Responsibility and Authority:

- ✓ The supervisor shall maintain clean and safe work environment and manage issues of jobsite safety and security, for people and equipment.
- ✓ The supervisor shall participate in project work along with volunteers including: layout, framing, installing cabinets, trim, windows, doors, siding, soffits, flooring, and other construction duties, as needed.
- ✓ When required to work on home repair projects, the supervisor shall prepare Scopes of Work by performing a whole house assessment, identifying potential health and safety hazards, and documenting in writing as well as with photos.
- ✓ The supervisor shall review building plans and specifications in order to be familiar with the steps to be taken to construct homes with good quality, at the lowest cost, and shortest time possible.
- ✓ The supervisor shall schedule inspections with the proper jurisdiction.
- ✓ The supervisor shall schedule volunteers and subcontractors and coordinate their work.
- ✓ The supervisor shall coordinate the delivery of all material, checking against purchase orders.
- ✓ The supervisor shall be responsible for having the right amount of materials and volunteers or subcontractors on the job at all times.
- ✓ The supervisor shall inspect each phase of work to determine that it is of acceptable quality and that each trade is finished on schedule.
- ✓ The supervisor shall be part of the team verifying plans, estimates, construction sheets, and report discrepancies to the Director of Construction for new construction projects and the Critical Home Repair Manager for repair projects.
- ✓ The supervisor shall conduct follow up visits to ensure quality of workmanship performed.
- ✓ The supervisor shall participate in providing, at least 2xs per year, a home safety, maintenance and repair education course for clients and their family members.
- ✓ The supervisor is responsible for directing the work of an AmeriCorps volunteer when applicable.

REQUIREMENTS

- ✓ Valid Driver's License

- ✓ A minimum of three to five years of experience in construction, construction management or similar operation.
- ✓ Must be goal-driven, results-oriented and committed to the organization's effort to expand the Habitat mission in Dorchester and Talbot counties.
- ✓ Self-motivated individual with the ability to function independently and as a team member.
- ✓ Excellent organizational skills, ability to multi-task when faced with competing deadlines and priorities with timely and consistent attention to detail and follow up.
- ✓ Maintain a consistent professional image through dress, actions, and relationships with others, modeling Christian principles and Habitat values.

PHYSICAL DEMANDS

This individual is expected to be able to lift a minimum of 50 pounds regularly and up to 75 pounds occasionally. Position also requires working on a ladder and scaffolding, frequent bending, squatting, lifting and repetitive motion. This position will occasionally be exposed to extreme weather conditions (e.g. heat, cold, wind, rain).

CERTIFICATE, LICENSES AND REGISTRATIONS

Drivers' license and clean driving record. Competent Safety Person Certificate and CPR/AED training must be obtained within 60 days of employment. Required Lockton Safety Videos must be taken either prior to date of hire or within 30 days of employment. These on-line trainings, which Habitat will provide, include:

- ✓ Back Safety
- ✓ Fall Safety
- ✓ Preventing Slips, Trips and Falls
- ✓ Ladder Safety

HOURS/BENEFITS

Hours: Part-time position working Thursday, Friday and Saturday with potential to become full-time position. Attendance at weekly construction team, monthly Building Committee and Safety Committee, and monthly staff meetings is required at the office in Trappe, MD.

Compensation: Commensurate with experience

Benefits: Paid time off and access to matching 401K if working 1000+ hours annually.

For confidential consideration, please email resume and cover letter to: info@habitchoptank.org or mail to 29349 Maple Avenue, Trappe MD 21673.

A job offer will be contingent upon successful completion of a criminal background and sexual offender registry check. Applications will be accepted until position is filled. As an Equal Opportunity Employer, Habitat encourages candidates of all backgrounds to apply for this position.