

Job Title: Construction Supervisor**Position Location:** Charlottesville, Virginia**Reports to:** Director of Home Construction**Employment Type:** Full-time (Tuesday-Saturday), Salaried

Benefits include: Health, dental and vision insurance, paid time off and paid holidays, mobile phone allowance, contribution to retirement account and discount on purchases at the Habitat Store located in the City of Charlottesville.

Overview:

Habitat for Humanity of Greater Charlottesville (Habitat) is a cutting-edge non-profit housing organization creating simple, decent, affordable homes in partnership with low-income families, volunteers and the communities of the Greater Charlottesville region. Home construction capacity is multiplied by a volunteer labor force including homeowner families, corporate, civic, and church groups. Habitat is an affiliate of Habitat for Humanity International (HFHI), a global ministry working to end housing poverty world-wide.

In 2013 Habitat completed construction at Sunrise, the first trailer park transformation in the nation without resident displacement. Currently, Habitat owns and operates the Southwood Mobile Home Park with a similar goal of redeveloping it responsibly and compassionately as a mixed-income, mixed-use, sustainable community for current and future residents. Southwood is the area's largest single concentration of affordable housing and its greatest remaining redevelopment opportunity. When complete, the redeveloped Southwood will be unprecedented in scale nationally.

Additionally, Habitat is a national pioneer in mixed-income community development. To date, Habitat has built, or built in, nine mixed-income neighborhoods and built and sold more than 300 homes.

Results Statement ::

Success in the role of a Construction Site Supervisor is defined by an execution of projects to the highest level of professionalism & craftsmanship while fostering lasting relationships with Partner Families and Volunteers.

Role Description ::

Construction Supervisors work alongside Crew Leaders to train and supervise volunteers in the construction of simple, decent, affordable housing. As the leader of your team, you will take responsibility for overseeing all construction activity on assigned homes. You will work with the Director of Home Construction, General Superintendent, and Project Manager to set a Project Schedule that meets affiliate goals. You will continue to train and lead volunteers who will help you accomplish daily and weekly goals—leading by example to show Crew Leaders how to succeed in their role. You will meet with Crew Leaders to help them set 90-day goals, recap priorities, and manage responsibilities.

You will report directly to the General Superintendent, who will:

- Help you set project timelines, budgets, and goals.
- Schedule regular meetings in the field to discuss progress reports.
- Help you create 90-day goals and review when you've hit those goals.
- Conduct a formal review to your progress within your first six months, and every year thereafter.
- Conduct an end-of-project recap to review timelines, budgets, and goals.

Key Outcomes ::

Partner Family Experience: We provide an exceptional experience to families through professional communication regarding the construction of their home. Engage families in a meaningful way throughout the homebuilding process as they complete Sweat Equity hours.

Volunteer Experience: Every volunteer who steps on the jobsite is a potential partner and integral to the mission. Every volunteer is provided with the same level of care by being prepared each day with tasks, equipment, and a clean, orderly site. We provide a space that is inviting and welcome to everyone who wants to partner in the creation of safe, decent, affordable housing.

Safety: We see safety as one of the most important things we can do. We recognize that many of our volunteers are novices and need continual oversight to minimize the risk of injury to themselves or others. To this end, we will be prepared to conduct ourselves in a way that achieves this goal. We will lead by example each day, creating a culture of safety that is modeled to others.

Professionalism: Everything from the tidiness of homes under construction, the lot under construction, our attire, and our communication reflects on the larger organization. We take pride in ensuring that all of these are held to a standard that goes above and beyond industry standards.

Budget: We safeguard donor funds through a particular focus on efficiency and waste. This includes preparing material lists and limiting unnecessary trips off site. Windshield time is understood as a cost variable.

Timelines: We understand that it is critical that Partner Families move into safe, decent, affordable housing as quickly as possible. Therefore, we all take responsibility for project timelines. We look for creative ways to accelerate completions for the sake of our clients.

Key Accountabilities ::

- Take the lead in the creation of a safety plan each morning and develop a “morning spiel” to communicate the mission of HFHGC, site safety, and daily goals to volunteer groups/individuals.
- Take the lead in maintaining a clean and organized jobsite.
- Ensure that my team has gone through the “Daily Jobsite Routine” and delegate, where appropriate, to ensure responsibility is shared by team members.
- Review the Project Schedule (Procore) to ensure volunteer needs match project timelines.
- Coordinate with Project Manager to ensure all subcontractors have been identified and have returned signed Contracts before starting work on site.
- Review the Project Schedule (Procore) to ensure subcontractor progress and deliveries match project timelines.
- Coordinate all material sourcing and pickup with Project Manager to ensure budget implications are understood.
- Meet with my team each week to produce a plan for volunteer tasks, and review it at the end of the day to reevaluate and set additional goals (GoogleCalendar).
 - Make sure these plans are communicated to Volunteer Management.
- Keep track of volunteer forms and request additional forms when necessary.
- Complete daily logs (Procore) relaying information from the day (i.e. deliveries, inspections, safety concerns, subcontractor activity).
- Communicate with my teammates to ensure materials, tools, and PPE are available when needed and secured appropriately at the end of each day.
- Demonstrate how to safely perform each task that is assigned to volunteers and staff and remain available throughout the day to answer questions from subcontractors, staff, and volunteers.
- Ensure that a safety talk (Toolbox Talk) is completed every week during lunch.
- Take an active role in producing a high-quality home by ensuring volunteers know how to perform each task and by coaching them on techniques throughout their day.
- Adhere to all local building codes
 - Coordinate all necessary municipal inspections
- Adhere to all energy efficiency requirements
 - Coordinate all necessary energy inspections

- Help your team create 90-day goals and review when they've hit those goals.
- Conduct a formal review of Crew Leader progress within their first six months, and every year thereafter.

Position & Company Standards ::

Our People: We are the type of people who run to the fire and stay through the hurricane.

- *We take inspiration from the roots of Habitat as a radical yet simple response to global housing poverty and segregation.*
- *We see challenges as opportunities*
- *We bring a positive attitude to our roles every day, inspiring and motivating colleagues, volunteers, Partner Families and community members to do the same*
- *We seek peers who are similarly dedicated and committed to the mission, who are in it for the long term and who share our unquenchable desire to achieve the greater good*
- *We recognize that excellence in even the smallest things are only possible if the whole team thrives*
- *We bring our own true selves to work and, in doing so, we find joy with those around us*

Our Relationships: We are agents of hope.

- *We understand that our work is about building and strengthening relationships, and by doing so, we are able to extend our reach beyond individuals to whole communities*
- *We work each day to create a culture of humility, where people listen deeply and without judgment*
- *We aim to infuse each interaction—among ourselves and with everyone with whom we come into contact—with humanity and respect*
- *We work alongside our partners, helping them draw upon their strengths to create positive community change*
- *We pride ourselves on professionalism, compassion and accountability, recognizing that every interaction matters in growing and sustaining the mission*
- *We make the seemingly impossible possible every day in communities by opening ourselves up to be inspired by the people with whom we work*
- *We recognize that healthy and thriving families, teams and communities are built upon their strengths*

Our Work: We strive to strengthen community in everything we do and we operate in a relentlessly appreciative way.

- *We see ourselves as humble, servant leaders, responsive to the needs, desires and potential of others and of the greater community*
- *We offer a hand up and not a hand out, thereby helping individual partners, families and communities realize their own full potential in an enduring way*
- *We recognize that the blessings of our work extend to those who have the opportunity to offer their support*
- *We are all ambassadors for the Habitat mission, each of us responsible for spreading the word and helping advocate for a more inclusive approach to housing and communities*
- *We believe that innovation—social, financial, organizational, etc.—is critical to our ability to make a profound and lasting impact*
- *We work tirelessly and creatively to build relationships of mutual benefit, always searching for win-win solutions and leaving people with whom we interact feeling respected and heard*
- *We pause to reflect on our accomplishments, to honestly assess what we can do better and to celebrate our accomplishments with each other*

Habitat for Humanity is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, basis of disability or any other federal, state or local protected class. Women, minorities and protected individuals such as those covered by Section 3 are encouraged to apply.