

Position Title: Neighborhood Revitalization – Site Supervisor

Department: Construction

Reports to: Director of Construction

Supervises: AmeriCorps Construction Crew Leader, Regular Volunteer Crew Leaders, Daily Volunteers,
Skilled Contractors

Compensation: \$61,000-\$65,000

Full-time, exempt from overtime

*We hire people who are enthusiastic about making a
difference here in the Greater Sacramento Region.*

Join our team of change makers and dream builders.

Habitat for Humanity of Greater Sacramento provides local families with a springboard to secure, stable futures through affordable homeownership, home repairs, and neighborhood revitalization.

Reporting directly to the Director of Construction, the Neighborhood Revitalization Site Supervisor assesses, accurately estimates and manages the budgets of the Neighborhood Revitalization construction projects. The ideal candidate is an independent self-starter that who is trustworthy and highly detail oriented. He or she needs to be able to work well with people of diverse backgrounds; have a solid work ethic and high integrity as well as the ability to exercise good judgement in a variety of situations. The Supervisor will oversee the construction and repair activities of the Neighborhood Revitalization program for pre-qualified low-income, Senior citizen and Veteran homeowners. Additionally, this position will provide necessary training to the AmeriCorps Construction Crew Leader(s), regular volunteers and daily volunteers to assure safety and successful construction task completion while maintaining Habitat construction and quality standards.

Position Responsibilities

- Assures that safety practices are in place per OSHA and HFHGS standards.
- Responsible for coordinating procurement and logistics in support of Neighborhood Revitalization construction projects. Procurement and logistics of materials and tools will be coordinated with the Construction Office and the Director of Construction.
- Must maintain accurate records of all expenses, procurements, purchase orders, purchased equipment, contracts, material suppliers and labor hours for reporting to the Director of Construction and/or government program supporters.
- Establishes construction timelines for securing needed materials (ordering materials, stocking materials, maintaining inventory of materials, and facilitating the delivering of those materials) to meet HFHGS construction schedules.
- Ensures all necessary tools and materials are available when needed on site, for all phases of construction.
- Applies accounting codes to all invoices pertaining to any purchased materials, assigning costs to appropriate HFHGS project, and routing to the Accounting Department. Keep copies of all receipts as a backup.
- Manages all aspects of required record keeping for inventory control of all construction materials and tools used on a site. Follows equipment checkout/check in procedures in the Construction Office. Notifies the Construction Office of damaged, broken or missing tools.
- Manages volunteer engagement on site and provides all necessary skills-based training for volunteers on a daily basis. Creates a welcoming, enthusiastic, and positive worksite for all volunteers, sponsors, and homeowners.
- Understands construction best practices and achieves HFHGS Construction Office goals using best management practices.
- Ensures compliance with Hazardous Materials requirements relating to all materials, construction tools and equipment.
- Schedules inspection(s) at appropriate phases of construction or as prescribed by the permitting entity and makes any needed corrections or modifications in a timely manner.

- Monitors construction schedule on daily basis to ensure projects are being completed as planned. Brings any schedule slippages or issues to the attention of the Director of Construction.
- Maintains a clean and orderly construction site, keeps onsite tool bins organized and secured from theft or damage. Manages the overall site safety.
- Assures that the occupied home and the homeowner are secured until the next day of construction. Takes necessary precautions for inclement weather.
- Able to operate fork lift, back hoe, loader, or other on-site construction equipment would be a plus.

Schedule

- Tuesday – Saturday 7:00am-3:30pm, with some late afternoons and evenings when necessary

Work Experience Requirements

- Journey level construction experience.
- 5 years minimum experience in residential remodeling.
- Lead carpenter experience.
- Knowledge and experience in light electrical work.
- Knowledge and experience in all phases of home construction.
- Ability to recognize and repair dry rot.

Educational Requirements

- A High School diploma or equivalent is required, some college is preferred.
- Proficient in Microsoft software (Word, Excel, Outlook, etc.) and additional computer related skills.

Required Personal Attributes

- Clear verbal and written communication skills are required.
- Relies on experience and judgment to plan and accomplish goals and perform a variety of tasks.
- Expected to lead and effectively direct the work of others, including volunteers and AmeriCorps members.
- Is familiar with a variety of the construction field's concepts, practices, and procedures.
- Experience in managing multiple construction projects.

Physical Requirements

- Ability to work in hard-hat areas, on ladders, on scaffolding, wet surfaces, uneven surfaces and with exposure to outdoor heat and cold.
- Ability to manually lift up to 75 pound.
- Visual acuity and ability to hear is necessary to assure safe operations and activities on work sites and situational awareness.
- Ability to work with routine exposure to high decibel noises, such as power tools.
- Ability to perform routine physical actions including:
 - Standing
 - Bending
 - Lifting bulk objects
 - Repetitive manual action – use of hand tools
 - Driving vehicles
 - Loading and unloading awkward or hazardous materials

Licenses and/or Certificates

- Candidates must possess a valid California driver's license and meet Habitat's automobile insurability requirement.
- Valid driver's license with no major vehicular code infractions in the last 5 years is required.

To apply: Submit resume and cover letter to Employment@HabitatGreaterSac.org

This position description does not list all the duties of the job. You may be asked by your supervisor to perform other tasks and duties. You will be evaluated in part based upon your performance of the responsibilities listed in this position description. Management has the right to revise this position description at any time. Any revisions after hire will be provided in writing.

Habitat for Humanity of Greater Sacramento expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Habitat for Humanity of Greater Sacramento's employees to perform their job duties may result in discipline up to and including discharge. Habitat for Humanity of Greater Sacramento encourages low and very-Low Income individuals to apply.

Habitat for Humanity of Greater Sacramento is an At Will Employer. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.