

# JOB DESCRIPTION – Hartford Area Habitat for Humanity Inc.

Title: CONSTRUCTION SENIOR SUPERVISOR

Reports to: VP of Construction

Salary/Wage Status: Salary: Exempt

Job Titles(s) Reporting to this Position: Construction Supervisors, Laborers, Volunteers, and Crew Leaders

Job purpose: The Construction Senior Supervisor oversees the field home-building process including but not limited to planning, record-keeping, training and organizing work for and working with tradesmen, homeowners, construction volunteers, and supervises other supervisors.

Responsibilities and Duties:

- Responsible for the managing of the volunteer construction workers on site.
- Responsible for maintain all construction materials used on site
- Ensures all safety codes, requirements and standards are being complied within assigned area of responsibility on all sites
- Monitors the activities of volunteers and subcontractors to ensure compliance with specifications and procedures
- Keeps project management informed of project status, highlighting deviations from plans
- Responsible for oversight of field construction operations within assigned areas
- Monitors scheduled work to be performed and reviews work accomplished
- Ensure all materials and essential tools are on sites prior to start of days activities
- Perform any other related duties or special projects as directed by supervisor

Qualifications:

- Minimum 5 years of experience in residential construction
- Minimum 2 years of experience supervision; preferred experience working with volunteers

- Knowledge of current building codes and framing techniques
- Able to maintain multiple projects simultaneously
- Attention to detail and high level of accuracy
- Effective organizational skills
- Self-starter

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.*

#### DISCLAIMER

This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the Institution and its employees.