**JOB DESCRIPTION**

**Renovation/Rehab Construction Supervisor**

**Employment Status:**Full Time (hourly rate), Tuesday-Saturday 7am-3pm  
**Hire/Start date:** July 1, 2019 **Reports to:**Director of Construction  
**Supervises:**Volunteers, Interns, AmeriCorps members, Sub-Contractors

**GENERAL DESCRIPTION:**  
This position is responsible for overseeing Habitat for Humanity rehab construction projects. A background in renovation work and project estimating is preferred. The ideal candidate will have the ability to work effectively with a diverse group of individuals. You will interact with AmeriCorps members, volunteers, Habitat partner families, city inspectors, and subcontractors. You will be leading crews of various ages (16+) and skill sets, while overseeing all of the details of the construction project. Your expertise will be used to inspect rehab projects, develop a work scope, oversee remodeling with volunteer & subcontracted labor, meet local & state building codes and pass inspections. You will be responsible for coordinating material deliveries and scheduling subcontractors, as well as managing the build schedule, reporting progress to the Director of Construction.  
  
**CORE RESPONSIBILITIES:**  
**LEADERSHIP**

* Act as an on-site ambassador for the mission of Habitat for Humanity by demonstrating the core values of integrity, respect, teamwork and continuous improvement.
* Supervise and train volunteers on the worksite and ensure they have a positive experience.
* Stock jobsites with appropriate tools & materials
* Evaluate properties to develop appropriate budget and time frame for renovation
* Successfully utilize AmeriCorps members and volunteer crew leaders.
* Work in partnership with the future homeowners to ensure a meaningful jobsite experience and help them complete sweat equity hours.
* Take charge of construction project and oversee all activities on site from demolition (if applicable) through acquiring a Certificate of Occupancy.
* Act as contact person for all construction and volunteer related questions and concerns. Reporting to Director as needed.
* Report weekly to director with progress updates, concerns, and scheduling feedback

**SAFETY**

* Enforce Safety policies and procedures of affiliate.
* Effectively communicate to volunteers and contractors that safety is the first priority on the construction site.
* Ensure that all safety policies and procedures established by the affiliate are adhered to at all times, by everyone on our job sites.

**CONSTRUCTION**

* Manage assigned construction projects to ensure completion in accordance with the schedule as set by the Director of Construction.
* Effectively communicate with vendors and staff to coordinate the delivery of tools and supplies to the worksite.
* Coordinate subcontractors and manage their activities on site.
* Coordinate building inspections.

**KNOWLEDGE, SKILLS, ABILITIES:**

* Knowledge of residential construction, specifically rehab/renovation experience
* Ability to teach volunteers of varying skill sets.
* Capacity to problem solve efficiently to maintain forward progress on complicated projects.
* Proven proficiency in peer management and dissemination of pertinent information.
* Outstanding communication and interpersonal skills necessary to communicate clearly and professionally with volunteers, contractors, and suppliers, and coworkers. This job demands collaboration with a team of other supervisors, subcontractors, volunteers, and other members of the organization.

**EDUCATION, EXPERIENCE:**

* Bachelor’s degree or trade school certification required.
* Minimum 5 years of direct residential renovation/rehab construction experience is required.
* Management experience leading a staff of 3+ people
* Driver’s license required
* Familiar with local building departments and permitting process
* Hartford County resident and knowledgeable of area
* Experience teaching in any capacity is preferred.
* Licensed contractor a plus.
* Habitat for Humanity or other similar non-profit experience is a bonus.

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

* Ability to adequately traverse a residential construction job site (i.e. climbing, lifting, carrying a minimum of 75 lbs., and other similar activities as required).
* Ability to safely use power tools.
* Ability to safely operate a construction vehicle (pickup truck or similar). A current Motor Vehicle Report is required.

**TO APPLY:**  
Interested candidates should send a resume and cover letter to [construction@hartfordhabitat.org](mailto:construction@hartfordhabitat.org)