

# CONSTRUCTION SITE SUPERVISOR



**FLSA STATUS:** Hourly

*July 5, 2023*

**Pay:** \$18 to \$20 per hour

**HOURS/WEEK Full-time (32+ hours weekly), Monday – Friday with occasional Saturdays**

## ABOUT HABITAT

Habitat for Humanity brings people together to build homes, communities, and hope. Habitat partners with families in our community to help them build strength, stability, and self-reliance through affordable housing. Habitat homeowners help build their own homes alongside other volunteers and pay an affordable mortgage.

## GENERAL DESCRIPTION

The Construction Site Supervisor is responsible for the oversight of the daily construction tasks and the supervision of volunteers. This position serves as a leader and coach for volunteers, as well as provides assistance to the Director of Construction to ensure the job site is run effectively and efficiently. At times, this position will complete hands-on construction tasks and other times teach and observe volunteers completing the tasks. The position also works closely with Critical Home Repair and the Volunteer Coordinator and is part of the Construction team.

## OVERVIEW OF KNOWLEDGE AND RESPONSIBILITIES:

### 1. Leading Volunteers:

- Lead / supervise in construction tasks
- Ensure volunteers are safe, productive, and happy
- Understand the elements that contribute to successful volunteers and help to ensure that volunteers have a consistently positive experience thus motivating them to return
- Conduct daily safety trainings with volunteers
- Respond to specific skills and interests of the individual volunteers
- Gives clear direction and sets a consistent standard of acceptable craftsmanship
- Checks volunteers' work and provides positive feedback so jobs are done correctly
- Foster positive homeowner / volunteer interactions, include homeowner in process
- Appropriate involvement for each task: self-performing vs. working with vs. hands-off
- Provide training for all volunteers including crew leaders and partner families

- Treat partner families with respect and dignity. Strives to make their construction involvement meaningful and remind crew leaders of the same
- Work with Volunteer Coordinator to schedule volunteer groups to assist with specific build dates
- Notify the Volunteer Coordinator of upcoming volunteer and skill needs.
- Track sweat equity hours with homeowners

## 2. Construction Skills

- *General* knowledge of the home building process and work involved in completion of a home such as framing, drywall, door and window installation, trim, flooring, etc.
- Oversee quality control for all aspects of construction
- Communicate with Director of Construction regarding on-site issues, updates with subs, material status, deliveries, schedules, and inspections
- Organize site to be clean and functional to prevent accidents with volunteers and others on the job site and to ensure daily operational readiness
- Use materials efficiently, keep materials properly stored, return unused materials
- Set and meet specific goals for critical tasks
- Find ways to finish houses thoroughly and quickly while reducing call backs for incomplete or unfinished work

## 3. Preparation / Organization

- Prepare sites daily before volunteers arrive to ensure productive day
- Plan task list and material lists for following day and week
- Communicate daily with Director of Construction to ensure proper materials are ordered and on-hand to keep jobs moving smoothly
- Maintain a safe, secure and healthy site by adhering to and enforcing the safety program
- Participant in weekly construction team meetings
- Regularly submit monthly construction expenses and allocate build costs to appropriate lots

## PHYSICAL REQUIREMENTS TO PERFORM DUTIES

Physical requirements are those that are present in an outdoor construction environment, including hard-hat areas and exposure to heat, cold dust and noise. Activities require maintaining physical condition necessary for lifting to 75 pounds, ability to work on wet or uneven surfaces, and the physical agility necessary to construct a home. Sufficient visual acuity and ability to hear is necessary to assure safe operations and activities on work site. May be regularly exposed to high decibel noise, such as power tools. Tasks may require ability to operate motorized equipment.

Additional Physical Actions: Standing, Bending, climbing ladders, lifting bulk objects, Repetitive manual actions associated with hand tools, computer work and driving.

Preferred:

- A commitment to the mission and values of Habitat for Humanity
- 2 to 3 years' experience
- Experience in supervising projects
- The ability to set priorities and exercise flexibility where necessary
- Ability to read and understand blueprints, schematics, and construction documents
- Understanding of proper safety procedures and recognition of hazards
- Complete the Safety Awareness/Competent Person Certification course from Habitat

#### Additional

- Ability and willingness to work with a diverse group of volunteers
- Ability to teach and coach volunteers on the worksite
- Strong people skills, patient and tact in motivating volunteers
- Ability to step back and let volunteers do the work
- Must have a valid Wisconsin Driver's License and insurable under affiliates automobile insurance policy
- Must pass a Criminal Background Check and a Sexual Offender Check

*EEOC Statement: Habitat for Humanity of Washington and Dodge Counties, Wisconsin County does not discriminate based on race, color, creed, religion, sex, sexual orientation, national origin, age, familial status, or ancestry.*

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Employee Date

Job Type: Full-time

Starting Pay: \$18 to \$20 per hour

Benefits (per employee manual include but not limited to)

- Paid Vacation
- Holiday Time
- Matching Simple IRA
- Take Command health reimbursement with proof of qualified insurance
- Family oriented organization
- Make a difference in the lives of others
- Generous PTO package
- Work year-round – no seasonal layoffs
- Education and training opportunities
- Opportunities for advancement

**CONSTRUCTION  
LABORER**



**Habitat**  
for Humanity®  
of Washington and  
Dodge Counties, Wisconsin

## Habitat for Humanity of Washington and Dodge Counties

### **Job details**

Job Type

Full Time – Hourly: Monday – Friday

Starting Pay: \$15 to \$16 per hour

Serves Washington and Dodge Counties

### **Job Description:**

Perfect opportunity for someone looking for a place to start in the construction industry, changing careers, retirees, or workers with gaps in their resume or work history. Assists in tasks directly related to home construction, while upholding the standards of partnership, quality, safety, and team participation. May assist with Critical Home Repair as needed.

### **Responsibilities:**

Performs all hands-on construction tasks as follows:

- Assists in site preparation and layout
- Assists in job site activities on each designated workday and works to ensure construction is accomplished.
- Assists with homeowner warranty complaints and repairs
- Maintain quality of construction in accordance with local, state, federal, and Habitat for Humanity building standards
- Maintains Habitat equipment and materials
- Helps provide a safe working environment at all times by abiding by all Habitat for Humanity of Washington and Dodge Counties, OSHA, and EPA safety standards



## **Required Skills / Experience / Physical Requirements**

- Knowledge and experience in some or all of the construction phases such as framing, siding, window installation, drywall, millwork, door installation, flooring, painting, cabinet installation etc.
- Electrical and plumbing experience are NOT NEEDED OR REQUIRED.
- Work may require climbing ladders and scaffolding, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.
- Ability to work outside for extended periods of time during all months of the year
- Ability to maneuver over uneven ground
- Ability to lift up to 50 lbs. unassisted
- Ability to work and maneuver on roofs and high spaces
- Ability to perform all required on-site construction labor associated with house construction

Minimum Qualifications:

- High School Diploma
- Residential construction experience
- Must pass a Criminal Background Check and a Sexual Offender Check

Benefits (per employee manual include but not limited to)

- Paid Vacation
- Holiday Time
- Matching Simple IRA
- Take Command health reimbursement with proof of qualified insurance
- Family oriented organization
- Make a difference in the lives of others
- Generous PTO package
- Work year-round – no seasonal layoffs
- Education and training opportunities
- Opportunities for advancement
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**TO BE CONSIDERED FOR THIS POSITION, PLEASE EMAIL A BRIEF RESUME outlining your experience to [construction@hfhwashco.org](mailto:construction@hfhwashco.org)**

# Critical Home Repair / Construction Part-Time or Full Time



## Job details

Job Type  
Part Time or Full Time Available  
Hourly:  
Pay: \$18 to \$20 per hour

HOURS/WEEK Full-time (32+ hours weekly), Monday – Friday

Retirees encouraged to apply!  
Serves Washington and Dodge Counties

## Job Description

Weekend warrior / handyman / retired contractor needed to assist in the repair of homes that improve the quality of life for the homeowner. Excellent opportunity for retiree looking to share their knowledge and skills while serving those in need. Perform tasks directly related to repairing homes, while upholding the standards of partnership, quality, safety, and team participation. May assist with new home construction as needed.

Essential Functions (other duties may be assigned):

- Candidate will assist in the preservation of homes by repairing houses through the Habitat Washington and Dodge Counties Critical Home Repair Program which repairs owner occupied homes
- Assist in the execution of various types of home repairs
- Knowledge and experience in some or all of the construction phases such as framing, siding, window installation, drywall, millwork, door installation, flooring, painting, cabinet installation etc.
- Electrical and plumbing experience are NOT REQUIRED.
- Relate to volunteers and homeowners as a friend, mentor and trainer, patiently instructing and encouraging others in tasks and participation
- Promote partnership among all participants in the Habitat program, giving special attention to the needs and concerns of homeowners; and enhancing communication between staff, volunteers, and homeowners

- Assist in planning for each service day to insure that all necessary resources are available to complete the task list
- Interest, willingness and ability to serve beside all types of people within a commitment to the Habitat program
- Be an effective team member, communicating openly and maintaining respect for others. Foster good relationships with staff, volunteers, homeowners, inspectors and sub-contractors. Remain Flexible.
- Organize and follow through with tasks and responsibilities. Show initiative and willingness to learn.
- Demonstrate a positive and respectful attitude when interacting with employees, homeowners, volunteers and the public
- Ability to independently manage small projects to completion
- Make and meet timeframe commitments to homeowners
- Regular and reliable job attendance
- Ability to Adhere to the schedule
- Represent Habitat in a positive, professional manner
- Ability to adhere to Habitat's Code of Conduct policies and other policies
- A valid driver's license with a clean driving record required

Physical requirements:

- Ability to climb ladders and scaffolding, ability to work and maneuver on roofs and high spaces
- Ability to lift up to 50 lbs. unassisted
- May work outside for extended periods of time during all months of the year
- Must pass a Criminal Background Check and a Sexual Offender Check

Benefits (per employee manual include but not limited to the following)

- Paid Vacation
- Holiday Time
- Matching Simple IRA
- Take Command health reimbursement with proof of qualified insurance
- Family oriented organization
- Make a difference in the lives of others
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