



Will County Habitat for Humanity- Construction Site Supervisor

Will County Habitat for Humanity (WCHFH) is seeking a Construction Site Supervisor to lead on-site construction staff, direct the activities of skilled and unskilled volunteers, and schedule/oversee the work of paid sub-contractors. The Construction Supervisor (CS), a key member of the Construction team, reports to and is supported by the Construction Manager. The CS is responsible for managing the construction and/or rehabilitation of safe, decent, affordable housing in accordance with applicable building codes and to the technical and quality requirements of WCHFH.

Position Summary

The Construction Site Supervisor is the most visible and consistent point of contact for home-buyers, sponsors, volunteers and community members. As such, they should understand and embrace WCHFH programs and principles. Site Supervisors should be passionate advocates for Habitat and enjoy sharing their knowledge while on the job-site and when in contact with people outside the organization. The Site Supervisor is responsible for maintaining a professional and enthusiastic attitude on the job-site.

With support from the Construction Manager and construction staff, the Construction Supervisor (CS) will ensure an excellent volunteer experience for their volunteers and that their assigned projects progress and are completed on schedule and on budget. Consistent communication and teamwork will be critical to ensure this happens. The successful Site Supervisor will have strong attention to detail and will understand detailed techniques and principles of house construction from start to finish.

The CS is responsible for opening and closing the job-site each day, for making sure the site is ready and accessible for inspectors and sub-contractors, is safe during business hours, and secured during off hours. Additionally, the CS is responsible for ensuring that all work on assigned projects is done in accordance with approved plans, building codes, and sound building practices.

The position will be located on construction sites throughout Will County with a typical weekly work schedule of Tuesday – Saturday, and occasionally Sundays. This is a full-time exempt position with a minimum of 40 hours per week/ 8 hour days on site. Workweek duration can vary based on projects and goals.



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Primary Responsibilities

- Supervise and coordinate all aspects of building and/or remodeling assigned houses in an efficient and safe manner; Maintain build schedules, schedule inspections, coordinate daily site work and activities, maintain quality standards, and ensure house(s) are completed by the scheduled move-in day.
- Ensure a safe jobsite always.
- Serve as ambassador for WCHFH and its mission by ensuring an excellent volunteer experience.
- Educate, motivate, supervise, and give recognition to volunteers and AmeriCorps members as they work on assigned construction projects.
- Train volunteers in the safe usage of tools and equipment to prevent both injuries and damage.
- Update build schedules for assigned construction projects and communicate construction and volunteer needs with Volunteer Dept. and Construction staff
- Provide construction labor and/or site leadership as needed to ensure the project schedule is met in a safe environment and in a quality manner.
- Plan for each work day to ensure that all necessary resources, material and human, are available to accomplish the days tasks.
- Manage sub-contractor process and progress on jobsite(s). Supervisor should work with management team to set and adjust scheduled subs as needed. Supervisor will inspect sub-contracted work, ensure and sign-off on quality, report needs or issues back to the team and ensure sub-contractors adherence to building codes and green building standards.
- Manage materials onsite, inspect deliveries, order/acquire materials as needed, and communicate needs ahead of time to Construction management team. Site will be kept clean and safe at all times.
- With assistance from the Construction staff, schedule and coordinate field inspections with the Inspections Department, Engineering Department, and County and City officials for the grant funds attached to specific homes.
- Ensure that all assigned vehicles, tools, and equipment are securely stored during off hours.
- Periodically inspect vehicles, tools, and equipment (including ladders) to make certain they are in proper and safe working condition.
- Build and foster positive relationships with Home-Buyers, Volunteers, Neighbors, Vendors, and Sub-Contractors.
- Implement the Construction Safety Program for each assigned project.
- Complete and turn in purchasing documents to Accounting in a timely manner.
- Assist WCHFH and Construction team with other projects as needed.
- Provide quality controls to meet Green Building Specifications.

Qualifications

The Construction Supervisor must be committed to WCHFH's mission and vision. They will have successful residential construction experience with a thorough knowledge of sound construction procedures and standards, site maintenance, working with subcontractors, use of building materials, current building codes, and OSHA safe work practices.

The successful candidate will have strong leadership skills and will be able to plan, organize and communicate with the construction staff and volunteer crews. **The ability to motivate volunteers and ensure a positive volunteer experience is critical.** The Construction Supervisor must demonstrate a willingness and ability to work well with all types of people while fostering good relationships with co-workers, volunteers, homeowners, community members, inspectors/officials, and sub-contractors/vendors. In addition, candidates should have:

- Construction knowledge and experience involving all aspects (carpentry, foundations, siding, roofing, skilled trades, finishing, painting, landscaping, etc.) of residential construction rehabs and new construction.
- Ability and willingness to work with, schedule, and manage sub-contractors on the jobsite.
- Understanding of green building principles and programs.
- Experience using and maintaining tools
 - Ability and willingness to communicate in clear, open, and thoughtful manner.
 - Strong planning and organizational skills.
 - Ability to manage multiple projects and priorities at one time.
 - Some familiarity with computer systems and phone applications including use of e-mail and MS Office suite. Ability to learn and utilize software or technology as required.

To apply: Send a cover letter and resume to Neil Harris, Construction Manager, at [**nharris@habitatwill.org**](mailto:nharris@habitatwill.org)