Construction Supervisor
Job Description

7/20

Reports to: Executive Director

Consults with: Executive Director, Building Committee, Volunteer Coordinator, Other Volunteers

Qualifications:
• Strong verbal and written communication skills.
• Excellent organizational skills.
• Knowledgeable about home construction.
• Ability to work independently.
• Computer skills: Word, E-mail, Excel
• Knowledge of financial systems, including budgeting.
• Ability to work well with a diverse group of people, and manage volunteer staff.
• Experience working with volunteers, or volunteer groups, preferred.
• Experience with community organizations preferred.

Overview
The Construction Manager is responsible for coordinating our affiliate’s house building program. Reporting to the Executive Director, the Construction Manager works closely with the Building Committee to monitor costs, secure building permits, call for inspections, order subcontract work, and move each project to completion in a timely manner. The Construction Manager will provide on-site supervision to the work crews.

Direct Responsibilities
1. Solicit, and evaluate subcontractor bids and schedule sub work.
2. Work with the Building Committee to develop site and building plans, complete land partitions and infrastructure and secure building permits and easements
3. Coordinate materials orders and delivery
4. Maintain record of volunteer hours
5. Code and coordinate bill payments
6. Supervise work crews
7. Implement worksite safety practices and track OSHA (Occupational Safety and Health Administration) requirements.
8. Ensure an adequate number of volunteers are scheduled for each work day.
9. Ensure that all necessary tools are on the site
10. Ensure that the building site is well organized
11. May assist with maintenance of future ReStore.
Shared Responsibilities

With Building Committee:
1. Coordinate the overall building program
2. Develop project schedules and job lists modifying as needed
3. Develop appropriate work site safety practices
4. Monitor Building Costs
5. Approve bids
6. Support the Homeowner Education Classes
7. Solicit and coordinate donated materials and/or labor

With other committees:
1. Work with family partners and Building Committee Chair, to explain house plans to home buyer families, incorporating appropriate home buyer suggestions and answering questions
2. Maintain contact with family partners, insuring that changes or additions are done in accordance with house design criteria.

With other staff members:
1. Recruit building and committee volunteers
2. Orient new volunteers
3. Coordinate large work groups with Volunteer Coordinator
4. Coordinate crew snacks and lunches with Volunteer Coordinator

Time commitments
The job will be part-time, approximately 20 hours per week with a flexible schedule. Generally, this will involve two building site workdays of eight hours each and an additional half-day (four hours) for preparation. The Construction Supervisor will scheduled his/her time to: 1) best accommodate volunteers, 2) coordinate work with required inspections, 3) accommodate phases of a project that must be staged, 4) accommodate visiting work groups, and 5) work around problems with subcontractors schedules. The Construction Manager will regularly attend building committee meetings.