



**Job Title** SENIOR SITE SUPERVISOR

**Reports to** Construction Manager

**Description:**

The SENIOR SITE SUPERVISOR oversees the actual construction completion on a large-scale multi-unit project for our Affiliate. Executing the directives of Construction Manager, you will provide the daily leadership to sub-contractors, Site Supervisors, and/or volunteers on a major project that could span several years to be completed.

As SENIOR SITE SUPERVISOR, you must be experienced and skilled in all aspects of site development and single family and/or townhouse construction, including new construction from vacant lot to C.O. You must possess excellent people skills and be capable and enthusiastic about teaching and working with unskilled volunteers and prospective homeowners in all aspects of residential construction. You are the one to go to first with any questions regarding the entire project.

**Expected Commitment:**

1. Ideal candidate would oversee the entire construction build schedule of a multi-unit residential project.
2. Scheduled workdays are Tuesdays-Saturdays, beginning at 6:00AM– and generally conclude by 3PM

**Three categories of responsibilities:**

**The first is the interactions with the volunteers.** As a SENIOR SITE SUPERVISOR these responsibilities include:

- Leading volunteers, who have varying levels of construction experience and skills. Volunteers could either be individuals from the public, a scheduled group, and/or our 'Regulars' (committed volunteers who regularly/weekly participate). With them you will complete tasks in one of the stages of building the house. Lead daily 'circle' which includes instructions, prayer, and safety guidelines.
- Gaining thorough understanding and knowledge of daily assigned tasks through directives from Construction Manager.
- Providing instruction to volunteers on how to perform the tasks.
- Monitoring and managing the performance of the volunteers to insure that the completed work meets the standards and methods.
- Identifying and addressing work that does not meet the quality standards and maintaining positive volunteer relations in describing the problem and directing the rework.
- Monitoring and managing safe practices in the use of tools, climbing, lifting, reaching, etc.
- Managing productivity; so if there are more people than needed for a task, the Construction Manager and/or Volunteer Coordinator is notified to make better use of volunteer time.
- Managing the well-being of the volunteers by encouraging appropriate breaks and sufficient intake of fluids during the heat.
- Maintaining a positive upbeat attitude.



- Ensuring the worksite is open and closed according to assigned schedule; materials needed for each day; all tools and materials ready, secured and stored at the end of the day.

**The *second* category of your SENIOR SITE SUPERVISOR responsibilities is for the construction tasks and processes that include site development.**

As a SENIOR SITE SUPERVISOR you are responsible to understand how each task is to be completed. You are the on-site person who ensures that the actual work performed by sub-contractors, Site Supervisors, and volunteers is done correctly as per plans, manual and NOA for the specific site. To ensure proper building materials and supplies are delivered and ready each day, procurement in conjunction with the Construction Manager is also your direct responsibility. In addition, you are to perform skilled tasks as required to pass inspections and prepare site for volunteer groups, executing the following per plans:

- Layout and install trusses and truss straps.
- Layout and install dry in.
- Layout and install framing.
- Layout and install roofing shingles.
- Install all windows and exterior doors.
- Paint all interior and exterior walls and trim.
- Install all interior doors and hardware.
- Grade and install trees, mulch and sod.
- Install kitchen and bath cabinets, vanities and hardware.
- Install all appliances
- Install sheeting, soffit and fascia (not on all builds)
- Install hi-hats (not on all builds)

**The *third* category of your SENIOR SITE SUPERVISOR responsibilities is to supervise all paid Site Supervisors and sub-contractors**

To ensure their work is done correctly and per plans on the construction of single family and townhouse dwellings. As SENIOR SITE SUPERVISOR, your project may involve other Site Supervisors whom you will provide leadership and support to complete their assigned house and tasks. Given a set of plans and a schedule, you are expected to be able to build from the ground up, as per plans and on schedule, within budget.

**Qualifications:**

- Education/Formal Training: High School or GED.
- Work Experience: 10+ years' experience in townhouse and single-family residential construction.
- Understand the Habitat for Humanity philosophy and the desire to promote it.
- Basic working knowledge of construction and willingness to learn new methods, under the direction of our Construction Manager.
- Generally competent in Microsoft Office, such as Word, Excel, and Outlook.
- Scheduling software such as Primavera and/or Microsoft Project is a bonus, with a desire to learn and to utilize; prior Procore experience is also a bonus.
- Patience to explain and teach various skills to both skilled and unskilled workers and volunteers.



- Know the many different reasons people volunteer and the reasons Habitat chooses to build houses with volunteers.
- Must be willing to understand the big picture of the Habitat Ministry and know that construction is only a part of the larger goal – to ensure a meaningful “Habitat experience” is.

**Physical Requirements to Perform Duties:**

- Ability to climb ladders and scaffolding, maneuver over uneven ground, stand most or all of day.
- Work environment is outdoors with minimal indoor, office work.
- Ability to lift 50 pounds; ability to operate construction tools and equipment.
- Must have a driver’s license and maintain a good driving record

**Compensation:**

Habitat for Humanity of Broward is a nonprofit organization. We see this as an excellent opportunity to produce a real, tangible difference in the community and in the lives of our amazing volunteers and partner families.

**Position is fulltime (Tuesday thru Saturday. Competitive annual salary will commensurate with experience,** with an annual range of \$55,000 – \$65,000. No relocation assistance is available. Health benefits are available. A successful candidate must successfully pass criminal background check and sex offender screenings.