



Position Description ABWK Site Supervisor

Position Title: ABWK Site Supervisor
Reports To: Executive Director
Liaison With: Family Services/Volunteer Coordinator, Site Supervisor, others
Status/Schedule: Part-time – 16-20 hours/wk on average. Typically Thursday – Saturday.

Summary & Purpose:

Site Supervisor is an integral part of a Springfield/Eugene Habitat for Humanity (S/E HFH) build. The Site Supervisor is responsible for jobsite construction activities in the Affiliate's A Brush With Kindness (ABWK) exterior home repair program serving senior citizens, persons with disabilities, and veterans who meet program eligibility criteria.

Duties & Responsibilities:

1. Construction Planning and Development

- a. Implement site and home repair design as presented through Project Manager.
- b. Prepares anticipated build schedule in advance of each repair.
- c. Meet regularly with Project Manager to address design and construction issues, schedules, and related matters.
- d. Meet regularly with the Volunteer and Family Services Coordinator (V/FSC) prior to and throughout the repair to address build schedules, volunteers needed, and related matters.
- e. Review actual repair costs versus scope of work estimates. Work with Project Manager and Executive Director on possible adjustments or other actions needed.
- f. Follow inventory policies and procedures; keeping record of materials checked in and out. May assist other construction staff in conducting quarterly and annual inventories, with guidance from auditors, Executive Director, and Project Manager.

2. Construction – ABWK Projects

- a. Prepare worksite for the day's activities, ensuring materials, tools, and equipment needed for the day's build are on-site.
- b. Complete any safety inspections needed of tools and equipment – e.g. ladders, power tools, extension cords, etc.
- c. Ensure acquisition of needed materials and supplies for repairs using Affiliate's building standards. Review plans, specifications, building codes, and other information necessary to carry out this responsibility.
- d. Maintain and update inventory of tools and materials. Replace tools as needed.
- e. Ensure that the S/E HFH construction and repair policies and procedures are followed. Demonstrate construction techniques to volunteers and give tasks to the crew leaders to perform with small groups of volunteers.
- f. Schedule inspections, if needed. Consult with Project Manager to resolve issues, if needed.

3. Volunteer Supervision

- a. Ensure that S/E HFH construction and repair policies and procedures are followed:
 - o Conduct daily safety orientation and training for volunteers. Watch for safety issues, correct potentially dangerous situations immediately.
 - o Ensure volunteer sign-in and out.
 - o Distribute and collect waivers forms, volunteer info sheets, and emergency contact info, as needed.

- b. Works with repair project homeowners and/or Habitat Partner Families to ensure they are actively engaged in construction tasks, as appropriate.
- c. Assess skill level of volunteers and delegate appropriate jobs to them.
- d. Oversee the collection of all tools and return them to the storage units at end of day. Oversee cleaning of the job site.

Qualifications & Requirements

- Experience in residential construction, or remodeling.
- Experience in reading construction plans, and demonstrating/leading construction assignments and tasks.
- Excellent interpersonal and communication skills.
- Skilled in use of standard tools and equipment used in home construction. Habitat does not use nail guns or pneumatic tools with volunteers.
- Patience and ability to lead and teach volunteers with varied skill levels.
- Must pass a sexual offender registry check.
- Reliable transportation and valid driver's license.

Knowledge, Skills, & Abilities

- Excellent human relation and communication skills. The site supervisor is the “face of Habitat” to many people, including clients and volunteers.
- Ability to demonstrate Habitat's core value of diversity by showing respect, inclusiveness, and welcoming of cultural differences regardless of age, disability, gender, gender identity, social class, marital status, national origin, race, ethnicity, religion, sexual orientation, veteran status, nationality, language, origin, or employment status.
- Ability to recognize potential job site problems and safety concerns and find appropriate solutions.
- Willingness to learn about and support Habitat and its mission.
- Ability to lift, carry, and position up to 50 lbs.

Responsibility & Supervision

Performs duties under general supervision of the Project Manager. Uses judgment in making choices and taking action on various tasks guided by agency policies and procedures. Independent judgment may be required in making decisions pertaining to the health and safety of volunteers, staff, and the protection of the facilities. Errors are normally confined to the program components. There is some agency exposure to financial liability as a result of errors.

Working Conditions/Work Environment

Work on residential construction sites, including excavated areas. Work outside in varying weather conditions exposed to wet, hot, cold, or humid conditions. Work in areas with moderate or loud noise levels. Contact with oil, paint, petroleum, solvents, and cleaning products. Exposure to moving parts of various equipment. Exposure to risk of electrical shock and vibration. Work part-time, day shifts, typically Thursday – Saturday, with occasional changes in schedule to accommodate volunteer groups or building schedules or other Habitat events.

Personal Work Relationship

Position requires contact with volunteers, staff, board members, organizations and groups, churches, and community members.

Equal Employment Opportunity

Springfield/Eugene Habitat for Humanity embraces diversity. We encourage and welcome women, minority, veterans, and disabled candidates. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, or national origin.