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***Blue Spruce Habitat for Humanity***

**Position Title:**

Site Supervisor

**Location:** Home builds in Clear Creek, Jefferson, and Park Counties. Office location is 1520 Evergreen Parkway, Evergreen, CO. 80439

**Time Requirement:**

Full time Exempt. Saturday and evening work may be required.

**Reporting structure:**

Executive Director

**Salary:** $55,000 – 65,000 Depending on Experience. Health, dental, vision and life insurance; 403(b) with a 3% match; vacation and sick leave ; cell phone reimbursement

**JOB DESCRIPTION:**

**Primary Role:** The Site Supervisor coordinates the construction of safe, decent, affordable housing by:

* Perform all hands-on construction tasks as needed
* Oversees onsite construction process
* Supervises volunteers, AmeriCorps, and any direct reports
* Oversees all scheduling on onsite construction process
* Overseeing the construction process including but not limited to rehab and new construction, on all Blue Spruce Habitat for Humanity (BSHfH) projects.
* Supervising and leading on-site construction, including any crew leaders, as well as construction volunteers.
* Creating a positive and encouraging work atmosphere.
* Ensuring that safety guidelines are followed on-site, and that adequate training is provided to construction team and daily volunteers.
* Being responsible for seeing that homes are built in accordance with applicable building codes.
* Being skilled in detailed techniques and principles of construction, construction scheduling, procurement, budgeting, warranty program and continuous improvement.

**Responsibilities:**

***Construction Activities****:*

• Expect building process to continue with or without volunteers

• Develop good working relationships with subcontractors.

• Work with various county and municipal staff on inspections and specifications as required.

• Maintain and ensure on time and on-budget completion of homes.

• Ensure that team is meeting all standards related to affiliate green building and energy efficiency practices and other building programs in which the affiliate may be involved.

• Responsibility to provide staffing, volunteer leadership, and adequate materials and tools to create excellent volunteer experiences on construction sites.

• Monitor site recycling, material reuse, and material storage activities.

• Maintain tools and equipment inventory. Coordinate tools and equipment among construction sites.

• Oversee completion of “punch-list” items.

• Conduct walk-through inspection with family upon completion of the home. Providing necessary warranty cards and manuals for the homeowner.

• Work with partner families with call backs, warranty issues, or maintenance advice.

***Supervisory Role:***

• Coordinate with staff for optimal and efficient volunteer coverage.

• Ensure proper training and instructions on Habitat’s construction practices and safety procedures are given to all volunteers.

• Enforce safety policy and OSHA safety standards on site.

• Recruit, train, and oversee a team of crew leaders to support the building efforts of the affiliate.

• Ability to supervise volunteers with a variety of skill levels and patience to explain and teach various skills.

***Communication:***

• Work closely with the Director of Homeowner and Volunteer Services coordinate weekly and monthly schedules as well as long-term planning for volunteer needs.

• Attend All Mandatory Construction Meetings.

• Turn in paperwork and time sheets in a timely manner.

**Administrative Responsibilities**

• Properly code and approve invoices and sales slips for purchased materials and all other construction-related expenses.

• Document in-kind donations and communicate these with the accountants

**Skills and Personal Characteristics:**

• Dedication to and ability to articulate the mission of Blue Spruce Habitat for Humanity

• Detailed knowledge of techniques and principles of residential construction.

• Knowledge and understanding of local and state building codes.

• Skill in using machines, equipment, and specialized tools used while performing work.

• Ability to plan, schedule, prioritize, coordinate, delegate and manage multiple work activities.

• Demonstrated administrative, communication, financial and leadership skills.

• Attention to detail and overall quality control.

• Technical understanding of land and infrastructure design and ability to read and interpret building plans and specifications.

• Strong organizational and team management skills.

• Strong interpersonal skills, dealing well with a variety of people, personalities and backgrounds.

• Excellent communication and public relations skills.

**Education Experience:**

• Experience in the residential construction industry.

• Experience managing volunteer construction programs.

• Experience managing teams of skilled professionals.

• Basic mathematical aptitude to calculate building measurements, quantities, etc.

• Safety and first-aid training for emergencies on-site.

• Basic computer skills.

• Background check required.

**Physical Requirements Necessary to Perform This Job:**

Ability to perform in a construction setting – lifting, climbing, working at heights, etc.

**Physical Demands**: Strenuous activity requiring ability to sit, walk, carry, push, pull, lift 150 lbs., climb, and bend.

**Working Conditions:** Exposure to extreme temperatures, loud noises, and other various adverse working conditions associated with outdoor work.

Send resume and cover letter to jobs@bluesprucehabitat.org