

Construction Site Supervisor

Job Description

Job title: Construction Site Supervisor (subcontractor)

Habitat for Humanity Seminole Apopka is looking for a Construction Site Supervisor with experience building or renovating single family residences. As a Construction Site Supervisor, you will schedule and supervise on-site subcontractors and volunteers and manage new construction or renovation of single family homes across Seminole County and in Apopka, Florida. Requires organizational and leadership skills and construction background. This position will report to the Director of Construction and direct the work of subcontractors, construction laborers, and volunteers assigned to the supervisor's construction projects. Major responsibility of position is to supervise construction related activities on the worksite as well as full responsibility for Worksite Safety. This is not a full time position.

The Construction Site Supervisor position will involve;

- Managing and supervising all subcontractors & volunteers
- Ability to perform various construction related activities including framing, drywall, cabinet installation, soffit installation, landscaping, etc.

Responsibilities:

- Adhere to all Habitat for Humanity policies and procedures,
- Ensures complete worksite safety for yourself, subcontractors, and volunteers,
- Provides direction to volunteers regarding task, safety, equipment usage, and material installation,
- Oversee performance of other subcontractors during installation, and provide direction with approval from Construction Director,
- Schedule all subcontractor work and deliveries as provided by the Construction Director,
- Order material from approved vendors after sign-off by the Construction Director,
- Provides Construction Schedule biweekly to Construction Director with number of volunteers identified for specified tasks,
- Create a positive volunteer experience through training, communication, and attitude,
- Schedule and pass all required inspections through appropriate building department,
- Provide a turn-key residence based on plans provided by the Construction Director, and final punch list from funding sources if applicable.

Requirements:

- Minimum of two years of construction field experience in a supervisor role
- Working knowledge of current residential building code and requirements
- Proficiency with Microsoft Office, particularly Word and Excel and email required
- Must be available to work Saturdays
- Strong organizational and communication skills
- Effective communication & positive can-do attitude

Please send resume and availability information to HR@habitat-sa.org with the subject line: **CS – Your Last Name**