Construction Site Supervisor

Reports to: Construction Manager.

Description: This position is responsible for site supervision of one new home construction build. Such management may include but may not be limited to: supervision of all personnel on the job site, providing a safe work site, executing the construction activities of the affiliate to meet the quality, cost and scheduled goals, and various other items performed by HHH from time to time. This includes the supervision and scheduling of subcontractors, material deliveries, leading and teaching volunteers on site, and supervision while on-site of Vista National Service Member(s).

Employee Status: This is a contract position for 20-30 hours/week. This will include each volunteer work day that is scheduled, typically at least an 8 hour day every Saturday, and some weekdays when required.

Compensation: This is contracted position for the duration of the project. Compensation subject to candidate skills and budget.

Duties & Responsibilities:

Site Prep:

- Carries out all Affiliate policies.
- Oversees construction of one new construction home.
- Abides by the construction schedule set by the Affiliate.
- Attend weekly construction meetings.

Materials:

- Work with the Affiliate team to ensure that the correct materials and tools are on the job at all times.
- Coordinates the delivery needs of all material to Construction Coordinator, checks deliveries against purchase orders to ensure correct delivery.

Sub-Contractors and Vendors:

- Supervises and coordinates additional contracted personnel as necessary.
- Monitors all sub-contractors and required inspections.
- Inspects each phase of work to determine if quality standards are met and that trades are completed on schedule.
Site Management:

- Organize work plan, coordinating with Construction Manager, for volunteer crews prior to their build day on site.
- Hold an orientation to begin each work day. Provide adequate supervision and training of volunteers on the job site. This includes holding an initial meeting with the volunteers at the beginning of the day to discuss the plan for the day, assign the appropriate amount of volunteers to tasks, description of safety guidelines, and assuring that duties are not being performed by individuals of an inappropriate age group. Work days will include hands-on training of unskilled volunteers, partner families, and Vista National Service Construction crew leaders.
- Ensure that all work done meets all local building codes and all safety compliance requirements, including; OSHA, Habitat For Humanity International, and Honolulu Habitat For Humanity safety and health policy guidelines.
- Must be comfortable using typical construction power tools and knowledge of the appropriate tools to be used for each task, as well as ability to construct scaffolding per safety guidelines.
- Accountable for safety of all personnel and security of the materials and dwellings on job site. Must lead by example and follow all safety requirements set by HHH.
- Prioritizes visiting the job site on volunteer build days and sub-contractor work days.
- Follows plan for the home, working with the partner family on an as needed basis.
- Accountable for the job until Construction Manager signs off on completed punch list.
- Responsible for completion of punch list following closing walk thru, in a timely manner.
- Performs other appropriate duties and activities as assigned.
- Work is subject to completion based on quality inspections done by Construction Manager at each stage of construction.

Miscellaneous Duties:

- Advise Construction Manager and/or Construction Coordinator of any needs or discrepancies that may arise during construction.
- Must show respect for all volunteers, partner families, subcontractors, and staff.
- Maintain site log (after each build day/ volunteer day).

Qualifications:

- Applicants should have an extensive background in all phases of residential construction. Experience managing construction projects, strong communication skills and the ability to solve problems quickly is a must. The incumbent will utilize leadership skills to effectively instruct volunteers in construction methods.
- Minimum OSHA 10 hour safety compliance completion.
- Scaffold erection and safety certification.
- Journeyman card preferred.
- Driver’s license with acceptable driving history, must pass a driving history background check.
- Meets one of the following Citizenship requirements:
  - Citizen, permanent resident alien, or nationals of the United States.
  - Non-citizens who are eligible under Federal law for unrestricted employment.
Key Competencies:

- Skill and comfort working with volunteer laborers.
- Comfortable with basic public speaking on the job site.
- Knowledge and expertise in the construction industry.
- Management experience with strong leadership skills preferred.
- Patient teacher with strong delegation skills.

Additional Requirements:

- Pass criminal background and national sex offender check.
- Knowledge of local building codes.
- Must be able to navigate construction site in all phases of construction, including freshly excavated sites, ladders, scaffolding, etc.
- Ability to stand for 8 plus hours at a time, and lift a minimum of 50 pounds.
- Use of reliable personal vehicle to and from job sites.
- First Aid and CPR certified.

Please send inquiries and resumes to info@honoluluhabitat.org.