



**Job Title: Site Supervisor**

Habitat for Humanity of Lincoln builds strength, stability, self-reliance *and* shelter. We believe everyone deserves a decent place to live.

Habitat Lincoln is one of more than 1,100 local affiliates of Habitat for Humanity International. We are locally governed by a board of directors. Celebrating more than 30 years of service, we are poised for significant growth over the next five years. We have built, rehabbed, and repaired more than 180 homes in Lancaster and Seward Counties. Our Habitat ReStore is seven years old and is experiencing record sales in support of our mission. Our new strategic plan calls for more than 50% increase in housing production and families served.

To accommodate for this growth, our organization is hiring a Construction Site Supervisor. This position will serve under the direction of the Construction Manager. The site supervisor is responsible for the on-site training of volunteers and supervision of building crews to increase housing production capacity. The site supervisor will also be responsible for responding to home warranty requests and helping with Habitat's home repair program.

**Time Commitment:** This position is full-time, non-exempt. Hours are generally Tuesday through Saturday, 7:00 a.m. to 4:00 p.m., but this position does require some evening and additional weekend work.

**Direct Supervisor:** This position reports to the Construction Manager.

**Direct Reports:** Volunteer groups and regular volunteer construction crew

**Qualifications:**

- High School diploma or equivalent required; Associates Degree preferred
- 2 year's construction or trade experience
- Must share a passion for the Habitat for Humanity mission and ability to influence others to share our vision
- Basic knowledge of construction tasks
- Experience leading crews of skilled and unskilled volunteers in construction tasks
- Familiarity with building plans/specs
- Ability to work with diverse ages, populations, and socioeconomic levels
- Ability to work well with people, both skilled and unskilled, volunteers, tradespeople, and families

- Ability to inspire, motivate, and supervise volunteers, hold them accountable for their work and praise them for their efforts
- Must be able to perform with minimum supervision and direction, and lift more than 50 pounds
- Good physical stamina. Work will require climbing ladders, considerable standing, bending, kneeling and reaching in awkward and tiring positions
- Ability to be in and perform job in various weather conditions including heat and cold
- Must possess a valid driver's license with a clean driving record

## **Duties:**

### **New Construction**

- Maintain a safe and productive build site
- Performs all hands-on construction tasks as directed by the Construction Manager.
- "Fixes" any construction task performed below acceptable standards by volunteers.
- Work with construction manager to ensure all permitting, inspections and certificates are obtained for each project
- Coordinate construction needs, limits and requirements with construction manager and other appropriate staff
- Work with subcontractors to ensure timely and accurate work
- Work with suppliers and business to ensure timely and accurate deliveries
- Assist in set-up of safety equipment, including HUGS, scaffolding, first-aid, etc.
- Assist in tear-down of equipment, loading and transporting to various build sites
- Ensure all work is completed according to code and Habitat standards
- Participate in punch list process and complete needed items prior to home dedication and occupancy
- Assist with staging construction sites to prepare for build days and to accommodate volunteer groups
- Learn, understand and use Buildertrend construction project management system
- Update project management system regularly
- Ensure that communications to volunteers and partner families are respectful, accurate and timely.
- Other duties as assigned

### **Home Warranty**

- Follow-up on warranty items to determine resolution per warranty policy
- Work with homeowner services department to determine best route for resolution, including timeline
- Work within home warranty budget
- Using project management system, review, prioritize and complete needed warranty requests
- Participate in one-year follow up reviews, along with homeowner services, of Habitat houses
- Refer non-qualifying warranty items to homeowner services for follow-up or referral externally

## Home Repairs

- Assist homeowner services with review of potential home repair projects
- Complete assessments of potential home repair projects and create a scope of work
- Recommend projects and scopes to homeowner services and construction teams
- Assist in budget creation and scheduling of home repair projects
- Supervise in-house repair work as well as any third-party or contracted work
- Inspect projects at completion to ensure final product meets scope requirements
- Follow-up on warranty requests
- Assist with facilities maintenance at administrative office and ReStore, as needed

## Salary: \$17-\$20 Hourly

**Benefits:** Medical insurance coverage (Habitat pays 75% of the premium for the employee; coverage is available for dependents at full cost to the employee); dental, and vision (paid by employee) group life/Accidental death, short- and long-term disability (paid by Habitat). 401(k) plan with 3% match; vacation and sick time; paid holidays; ReStore discount.

## How to Apply / Contact

To apply, please email a cover letter, resume, and list of three professional references with contact information to [jtrujillo@lincolnhabitat.org](mailto:jtrujillo@lincolnhabitat.org). Please use "Site Supervisor" in your subject line.

Application review will begin immediately, and the position will remain open until filled. The start date is expected to be September 1, 2021.

\*This job description does not restrict Habitat for Humanity of Lincoln's right to assign/reassign duties to this job at any time. Background and consumer credit check required.

**Only candidates who follow these specific application instructions will be considered for this position.**

*Lincoln/Lancaster County Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*

## Habitat for Humanity of Lincoln

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