

## **Job Description:**

### **Construction Supervisor – Home Repair**

**Reports To:** Project Manager

**Cooperates closely with:** Community Engagement Administrator, Homeowner Services Associate, other Construction staff, ReStore Manager

**Job Type:** Full-time/Non-exempt

Black Hills Area Habitat for Humanity is a non-profit Christian ministry that seeks to put God's love into action by bringing people together to build homes, communities and hope. We partner with families to build and repair simple, decent affordable housing.

#### **Position Summary:**

Oversee assigned Black Hills Area Habitat for Humanity's home repair projects in a timely manner, with safety first. Position will include supervising and training volunteers, and completing approved home repair projects. Construction Supervisor will also work on new home construction as needed.

#### **Key Qualifications:**

1. Understand and support the Black Hills Area Habitat for Humanity mission.
2. Strong communication skills, both oral and written.
3. Exhibit affiliate core values of loyalty, integrity, faith, trust, and servant heart.

#### **Key Responsibilities:**

##### Project Supervision

1. Prepare for each job site with proper documents and equipment to maintain safety protocols.
2. Train and supervise volunteers in home repair practices.
3. Work with Volunteer Engagement Associate to ensure that volunteers and partner families are productively involved in the process.
4. Apprise Volunteer Engagement Associate of upcoming volunteer and skill needs.
5. Train others to follow and continuously implement safety program.

##### Project Procedure

1. Prepare needed materials based on assessment estimate.
2. Correct construction concerns in an efficient manner to ensure schedule is not compromised.
3. Use in-kind material and labor when prudent.
4. Maintain standards to ensure quality construction.

##### Materials and Labor procurement

1. Responsible for ordering correct quantity and having materials available on time.
2. Assist with tool/equipment inventory and repairs.

##### Management of Information

1. Report value of in-kind gifts.
2. Ensure proper safety and project documentation is completed and maintained.

#### **Other responsibilities:**

1. Work as a member of the team and toward the good of the whole.
2. Attend staff meetings, events and conferences when required.
3. Other responsibilities as assigned.

#### **Additional Requirements**

##### **Required Knowledge and Skills:**

1. A strong background in all aspects of home maintenance.

2. An absolute commitment to job safety.
3. Ability to communicate clearly and professionally via various means.
4. Ability to work with a diverse group of people.
5. Experience working as a member of a team.
6. Ability to drive large pick-up trucks preferred.

**Education Requirements:**

1. Minimum of trade school degree and 2 years' experience in residential repair or 5 years' experience in residential repair and maintenance.
2. General Contractor's license or willingness to complete General Contractor requirements within 90 days of employment if requested.
3. Working knowledge of Microsoft Office, and project management software preferred.

**Required Physical Abilities:**

1. Ability to be on one's feet for extended periods of time, often on rough and uneven terrain.
2. Ability to lift at least 50 lbs. on a regular basis.
3. Ability to work on ladders and heights of up to two-stories.
4. Ability to work in varying weather conditions – sites are often not heated during winter and not air-conditioned during summer.
5. Ability to perform frequent bending, squatting, lifting and repetitive motion.
6. Occasional travel as needed (less than 10%).

**Other Requirements:**

1. Excellent interpersonal and organizational skills.
  - a. Demonstrated teaching ability.
  - b. Must be capable of leading/motivating an ever changing all volunteer work crew.
  - c. Must be capable of training volunteers and assessing their capabilities for productive duty assignment.
2. Self-motivated, willingness to commit to established timelines.
3. Must be able to pass a criminal background check.
4. Must hold a valid driver's license and meet state requirements for automobile liability insurance.
5. Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity.

**Pay Range:** \$14.50 - \$17.00 per hour