

## Site Supervisor Job Description

**Position:** This is a volunteer position. Due to the extensive amount of time and travel required to fulfill the various duties, the Board agrees to provide a stipend to the Site Supervisor to cover additional time and expenses. The stipend will include several lump sum payments based on reaching certain construction milestones. The details of the stipend will be identified in writing by the board, prior to the start of the project. This position is responsible for the coordination and supervision of labor, subcontractors and materials necessary in the construction of all housing units.

### Duties & Responsibilities:

- 1 Acts in partnership with , and reports to, the Construction Committee
- 2 Carries out all Construction Committee policies. Attends all Construction Committee meetings.
- 3 Provides adequate supervision and training of volunteers on the job site. This includes holding an initial meeting with the volunteers at the beginning of the workday to discuss the plan for the day and assigning appropriate number of volunteers for the day's tasks.
- 4 Assures that duties are not being performed by individuals of an inappropriate age group and may include hands-on training of unskilled volunteers. Should utilize other volunteers on his/her team to train and supervise unskilled volunteers.
- 5 Coordinates and oversees the work of all sub-contractors, labor and materials for houses
- 6 Monitors the job for having the right amount of material and subcontractors on the job at all times.
- 7 Prepares the bidding documents for obtaining competitive pricing for major subcontracts.
- 8 Coordinates the delivery of all material, checking against purchase orders.
- 9 Responsible for all invoices, returns and credits and supplying bills in a timely basis.
- 10 Secures all permits and inspections together with the understanding of all current building codes.
- 11 Monitors the budget for each house.
- 12 Follows plans for each house and works with the family and the Family Support person on an as needed basis.
- 13 Establishes and abides by timetable for construction.
- 14 Inspects each phase of work to determine acceptable quality and that each trade is finished on schedule.
- 15 Coordinates and communicates with the Volunteer Coordinator to secure necessary volunteers for workdays. This position must communicate needs for skilled volunteers in a timely fashion allowing sufficient time for Volunteer Coordinator to schedule such skilled volunteers.
- 16 Must be able to identify volunteer jobs/needs not currently filled and communicates needs to the Volunteer Coordinator.
- 17 Tracks material donations made and communicates with Habitat office.
- 18 Accountable for the safety and security of the job site.
- 19 Seeks Directors approval prior to any expenditure not covered in budget.
- 20 Works with the Family Support Committee to ensure that families have sufficient opportunity to finish assigned sweat equity hours.
- 21 Accountable for the job until 100% complete and sold to homeowner.
- 22 Supervisor is responsible for all workmanship follow-up work needed on the house (punch list).
- 23 Suggests potential advantageous building practices and material cost saving opportunities to Construction chairperson.

### Qualifications:

This position should have an extensive background in all phases of residential construction. Organizational skills and experience managing construction projects is a must. The Site Supervisor will need adequate communication and leadership skills to instruct unskilled volunteers in construction methods. Must be a good listener and be able to engage in well-considered discussions. Must have good anticipatory abilities and personally act on same as needs arise. Must understand the mission of the SUNHFH Ministry and know that construction is only a part of the larger goal.