

**Title:** Construction Supervisor

**Reports to:** Executive Director

**GENERAL DESCRIPTION:**

Under the direction of the Executive Director, this position is responsible for the coordination of labor, subcontractors and materials necessary in the construction of all housing efforts.

**CORE RESPONSIBILITIES:**

***Construction Preparation***

- Establish a detailed project schedule for each project and abide by the timeline. Immediately notify the Executive Director of any delays.
- Prepare detailed project budget and cash flow projection annually. Monitor the budget for each house.
- Bid out materials needed and identify, procure, and solicit donated materials.
- Coordinate ordering materials reach the site and are inventoried & checked for quality.
- Arrange for site plans, erosion drainage and surveys to be done. Check with local authorities to guarantee availability of gas, water, sewer and power.
- Responsible for obtaining bids for all subcontractors and submitting to the Executive Director for approval.
- Obtain license information and certificates of insurance from all contractors.
- Apply for all building and environmental permits. Work with the city on any additional requirements.
- Responsible for maintaining inventory of affiliates trailers and tools.
- Serves as a liaison between HFHEB and the Construction Committee.

***Construction Management***

- Prioritizes the affiliates job sites before any sponsoring organization's.
- Provides adequate supervision and training of all personnel and volunteers.
- Carries out all construction policies and builds according to HFHI Design Standards.
- Responsible for following the purchase order system and submitting all construction-related invoices for approval. Code all invoices appropriately.
- Provide a weekly status report to the Executive Director and Construction Committee.
- Lead weekly construction meetings.
- Responsible for the hiring and training of construction team members.
- Work closely with the HFHEB team to identify volunteers and skills needed and cooperate with scheduling of volunteer groups.
- Attend special events and conferences as appropriate.
- Accountable for the safety and security of the jobsites.
- Seeks approval prior to any expenditure not covered in the budget.
- Coordinates all aspects of the ABWK repair program.
- Oversee final walk through with partner family, assure punch lists are completed.
- Accountable for the job until 100% complete and sold to the homeowner.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Federal Journeyman Carpenter required. Must be able to obtain a General Contractor license within 6 months of hire.
- This position should have an extensive background in all phases of residential construction, especially craftsmanship and carpentry skills. Organizational skills and experience managing multiple construction projects is required.
- Ensure timely communication with all subcontractors, vendors, and HFHEB staff.
- Must be able to work with a diverse group of team members and volunteers.
- Must be a good listener and be able to engage in well-considered discussions.



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- Must be willing to understand the big picture of the HFHEB ministry.
- Proficient computer skills and experience with all Microsoft Office products.
- Ability to lift 50 pounds. Work will require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.
- Must pass Criminal Background Check and Sexual Offender Check.