



CONSTRUCTION SUPERVISOR

Position Description

Date Revised/Reviewed: February, 2019

Position Status: Full-Time
Reports to: Construction Manager
Provides Direction to: Construction Site Assistant and Volunteers

POSITION OVERVIEW

Understanding of and passionate about the mission, vision and values of Habitat for Humanity Grey Bruce (HFHGB), the Construction Supervisor is responsible for providing supervision of Build Site operations.

As a member of the Management Team, the Construction Supervisor assists the Construction Manager with providing leadership and management to all aspects of construction from design to completion. This position is responsible to ensure a safe and positive volunteer experience onsite that will enhance the reputation of HFHGB as one of the best non-profit organizations for volunteers to give of their time and energy.

The Construction Supervisor works closely with other members of the Management Team to ensure Build projects are completed safely and efficiently.

AREAS OF RESPONSIBILITIES

Assist with Project Management Tasks:

- Design, implementation and monitoring of a critical path for Builds
- Preparation of a detailed materials and contracted services list with cost estimates
- Acquiring Gift-in-Kind building materials (Habitat Canada and locally) and donated services
- Arranging all required inspections in a timely manner
- Ensuring materials, equipment and other required items are procured and delivered in a timely and cost-effective manner
- Ensuring adherence by everyone on the Build site to Habitat's Safety, Health and Environment policy and procedures
- Ensuring the site is clean and clear of debris and secure during non-work hours
- Scheduling contract services when volunteers are not available to complete the task

Volunteer Engagement

- Facilitate a positive, team-oriented environment so volunteers have a safe and meaningful serve experience
- Direct and train Crew Leaders (skilled, regular volunteers)

Administration

- Assist with updating Construction and Safety Manuals
- Assist with ensuring required documentation is prepared and submitted; ensure all permits are obtained
- Assist with TARION Pre-Delivery Inspection of the homes and Home Maintenance training with homeowners; prepare deficiency lists; assist with completing required repairs
- Assist with the completion of all final inspections and that builder copies of reports/certificates are filed with the Business Manager

Other

- Attend Management Team meetings
- Represent HFHGB to the public and media as required

REQUIRED PASSION, SKILLS, KNOWLEDGE AND EXPERIENCE

Passion

As with all roles in the organization, this position requires a passion for the mission, vision and values of HFHGB to bring communities together to help families build strength, stability and independence through affordable homeownership.

Skills and Knowledge

- Superior organizational (project management) skills
- Thorough knowledge and solid understanding of new home construction
- Ability to work with skilled and unskilled volunteers, contractors, trades, and diverse age groups
- Strong desire to train, coach and supervise volunteers of all ages and skill levels
- Positive interpersonal, communication and time management skills
- Ability to multi task with changing priorities while maintaining a high degree of accuracy
- Ability to work independently and as part of a team
- Strong computer skills MS Outlook, Word, and Excel
- Pleasant, ethical and professional conduct
- Strong knowledge of the Ontario Building Code
- Strong knowledge of the Occupational Health & Safety guidelines and Infrastructure Health and Safety Association's Construction Health and Safety Manual

Experience

- Minimum 5 years' construction experience in residential construction methods is required
- Minimum 5 years' experience supervising medium sized projects (with a value of \$300K or more) involving multiple stakeholders
- Experience working (employed or volunteer) with a non-profit, charitable organization an asset

REQUIREMENTS

- Work schedule is a flexible 40 hours per week, Monday to Friday with some weekends and evenings
- The work location is Owen Sound with regular travel to Build sites
- Valid driver's license and a reliable vehicle