



CONSTRUCTION SITE ASSISTANT

Position Description

Date October 10, 2017

Position Status: Contract
Reports to: Construction Manager
Provides Direction to: Volunteers and Construction Summer Students

POSITION OVERVIEW

Understanding of and passionate about the mission of Habitat for Humanity Grey Bruce (HFHGB) and the Chippewas of Nawash the Construction Site Supervisor is part of a team responsible for providing supervision of volunteers and contractors on our residential Build site.

The Construction Site Supervisor works closely with the Build Committee Chairs and the Management Team to ensure Build projects are completed on time and efficiently.

AREAS OF RESPONSIBILITIES

Construction Site

- Open and close site facilities
- Maintain tools and equipment
- Ensure site is safe, tidy and materials are organized
- Welcome Volunteers and Build Workers; delegate tasks & present safety talk
- Supervise and assist Volunteers and Construction Apprentices; provide instruction and training as needed
- Administer basic first aid as needed

Volunteer Management

- Ensure the Food Committee Chair is aware in advance of the number of meals, snacks required each day during the construction period
- Facilitate a positive, team-oriented environment in which all volunteers and Build workers are given the opportunity to reach their full potential

Other

- Duties as assigned by the Construction Manager

REQUIRED SKILLS, KNOWLEDGE AND EXPERIENCE

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
- Pleasant, ethical and professional conduct
- Strong knowledge of Construction and Safety requirements

Experience

- Minimum 5 years construction experience in residential construction methods is required
- Experience working (employed or volunteer) with a non-profit, charitable organization
- Have a knowledge of first aid

REQUIREMENTS

- Work schedule will be as required in a contract
- The work location is Neyaashiinigiing