Part-Time Construction Site Supervisor

About
Our mission is dedicated to building decent, affordable housing with families that live in substandard and unaffordable housing and to make decent shelter a matter of conscience and action. Our vision is seeing that all residents of the Greater Providence area live in decent, affordable homes.

Under the leadership of the Board of Directors and its new Executive Director, the Greater Providence affiliate has developed an ambitious but viable strategic plan to structure, streamline, and scale up its program services.

The Construction Site Supervisor’s primary responsibility is supervising and coordinating the day-of construction process. Particular focus will be given to construction quality assurance/quality control as well as ensuring that all volunteers have a safe, fun, and productive experience.

Responsibilities

Materials Procurement
- Works with HabitatPVD staff to procure and organize timely ordering and delivery of materials and supplies

Subcontractors, Permits, and Inspections
- Monitors subcontractor and inspector activities to ensure timely and accurate project completion
- Ensure that houses are built to code and pass inspection

Site Supervision
- Supervises and manages all short-term on-site construction members
- Ensures that safety guidelines are followed on-site
- Organizes work plan for volunteer crews
- Provides quality assurance/quality control supervision of volunteer work
- Ensures the proper materials and tools are available on site

Partner Family Relations
- Works with HabitatPVD staff to support the partner-family in construction-related matters
- Reviews the house plan with the partner-family and solicits input
- Approves partner-family sweat-equity hours
- Oversees completion of “punch-list” items after the build

Miscellaneous Duties
- Provide verbal construction reports regularly to the Executive Director

Skills and Qualifications
- Sufficient knowledge of residential construction
• Ability to lead, manage, supervise, and motivate individuals and teams of volunteers
• Models Habitat’s Code of Conduct and commitment to community service
• Effective interpersonal communication skills and deals well with a diverse variety of people, personalities, age and backgrounds
• Ability to plan, schedule, prioritize, coordinate, delegate and manage multiple work activities
• Ability to read and interpret standard residential construction blueprints and specifications
• Basic mathematical aptitude for calculating building measurements, quantities, etc.

Requirements
• Valid U.S. drivers license
• Able to lift 30 lbs.
• Work will include climbing ladders, considerable standing, bending, kneeling, and reaching

Benefits
• For this position, we do not offer benefits such as paid holidays, vacation, health insurance, 401(k), or other retirement packages.

Apply
Contact Mark Kravatz, Executive Director (kravatz@habitatpvd.org); (401) 831-5425

Habitat for Humanity of Greater Providence does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.