



# Construction Supervisor

## Job Description

**Job Title:** Construction Supervisor  
**Department:** Construction  
**Reports To:** Chief Operations Officer  
**FLSA Status:** Non-exempt  
**Updated:** August 2021  
**Salary: \$27 - \$32 per hour, DOE**

**Benefits:** Medical, Dental, Vision, 403B/401K, Life Insurance, PTO, Holidays, Vacation, Sick Leave, Education Assistance, Flex/HSA/Dependent Care Accounts, 529 Plans

### Summary of Position:

Responsible for the coordination of on-site volunteers, tools, and equipment necessary to construct the assigned Habitat for Humanity-Spokane home. Responsible for the construction of the home until completion of the homeowner punch-list and will utilize volunteer and professional labor to meet construction schedules and construct a quality home in accordance with Habitat for Humanity-Spokane Standards of Construction and applicable local building codes. This will be done by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

An on-site position, necessitating working in all types of weather. Work with candidate families, community volunteers, AmeriCorps volunteers, work study positions, Career Path volunteers, and professional tradesmen. Ensure that the site is ready for volunteer work to begin when volunteers are scheduled to arrive.

Must possess a working knowledge of all phases of construction, including those tasks normally assigned to subcontractors. The supervisor will be required to provide on-site direction to subcontractors.

Review plans, specifications, and construction sheets in order to construct an efficient, quality, and cost-effective house.

Follows specific plan for construction on basis of starting and completion times and staffing requirements.

Determines material list needed then presents it to the Chief Operations Officer for procurement.

Coordinate subcontractors and materials with Chief Operations Officer.

Perform daily administrative tasks on provided tablet or mobile device.

Supervise all sub-contracted work, unless approved by construction administration.

Coordinate and inspect all deliveries made to jobsite and notify construction administration of arrival and any problems with order.

Will be on site to supervise all subcontractors and volunteers to ensure that they are following all company policies and procedures and meeting Habitat-Spokane quality standards in construction.



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Coordinate all on site activities; assigning tasks to the volunteers, and supervising their work to ensure safety, quality, and proper construction. A scope of work for each project will be provided by the Chief Operations Officer. The Construction Supervisor will ensure that work is being accomplished according to plans. They will meet inspectors and subcontractors on site and properly perform any changes required before the next phase of construction.

Confers with and directs volunteers and subcontractors engaged in planning and executing work procedures, interpreting specifications, quality control and coordinating various phases of construction to prevent delays.

Responsible for safety standards on the job sites at all times. See to it that safety procedures and standards are being followed and met. First aid kits and safety equipment must be on each site. CPR training will be provided by Habitat for Humanity-Spokane.

Conduct welcome of all volunteers and subcontractors onsite, safety orientation and prayer.

Work toward creating a positive and welcoming atmosphere on the Habitat-Spokane jobsites.

Monitor and document recycling program per Evergreen standards.

Follows best practices for the construction team and promotes new ideas and procedures to Chief Operations Officer.

Inspects work in progress to ensure that workmanship conforms to specification and the adherence to construction schedules.

Prepares or reviews reports on progress and updates construction schedule weekly.

Responsible for maintenance and upkeep of all construction vehicles. Submit vehicle maintenance report to Chief Operations Officer on weekly basis. All vehicles must be cleaned out of all garbage and materials every day after work.

Responsible to keep office workspace clean and organized.

The daily execution of paperwork, purchase orders and coding receipts.

Bring volunteer sign in sheets from job site back to office daily.

Ask volunteers to fill out evaluation forms at the beginning of each shift and bring back to office at the end of each day.

Actively engaged in building relationships within the community to better serve the needs of Habitat-Spokane. A good working relationship with subcontractors and vendors is a must.

Leadership in sustainable building and residential energy efficiency.

Working with the Chief Operations Officer to expand volunteer opportunities within the construction department.



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Ensure that Habitat owned tools are properly maintained and ensure that tools are inventoried and secured at the end of each workday in their designated place. The Construction Supervisor is responsible for the security of work sites, ensuring that sheds, homes, job shacks, and vehicles are locked securely. Jobsites will be cleaned, and materials sorted daily.

Habitat-Spokane will supply all the tools and equipment you need to perform your job. Do not bring your own tools. Any tools on our job site are considered Habitat's property.

Inspect each phase of construction for quality and to determine if the work is meeting the construction schedule.

Utilize the Habitat warehouse for storage of purchased and/or donated materials. Prompt notification of inventory changes, (both received and removed) must be made to the Chief Operations Officer.

Execute Homeowner Repair Requests and all other tasks, as directed by the Chief Operations Officer.

Housing advocacy in the community.

(COVID-19) Adhere to the responsibilities of the role and enforce the provisions of the role.

(COVID-19) Communicate and post the temperature-screening process.

(COVID-19) Ensure health screenings are done in accordance of the Phase.

(COVID-19) Implement cleaning and sanitation protocols in-between each worker scan.

(COVID-19) Ensure sanitation supplies are fully stocked and available for use, order as needed.

(COVID-19) Ensure sanitation of common use areas is being conducted regularly.

(COVID-19) Shared tools and equipment must be wiped down with disinfecting wipes or soap and water prior to the next person using the tool or equipment.

(COVID-19) Ensure sign in sheets are completed and filed.

(COVID-19) Monitor, stock and order PPE as needed.

Attend all Habitat-Spokane Events.

Promotes the mission of Habitat for Humanity-Spokane.

### **Supervisory Responsibilities**

Coordination of on-site volunteers and subcontractors, tools and equipment necessary to construct the assigned Habitat for Humanity-Spokane home. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training volunteers; planning, assigning, and directing work; addressing complaints and resolving problems.

**Competencies** To perform the job successfully, an individual should demonstrate the following competencies:



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Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Design - Generates creative solutions; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.  
Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Continually works to improve supervisory skills.



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**Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

**Business Acumen** - Understands business implications of decisions; Aligns work with strategic goals.

**Cost Consciousness** - Works within approved budget; Conserves organizational resources.

**Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Organizational Support** - Follows policies and procedures; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

**Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Adapts strategy to changing conditions.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

**Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own



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actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Certificates, Licenses, Registrations**

Current driver's license, CPR

**Work Location:** Spokane, WA - USA

### **Other Qualifications**

Habitat-Spokane is a Christian housing ministry and all employees serve in a ministerial and service capacity.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.



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The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; extreme cold; extreme heat and vibration. The noise level in the work environment is usually moderate.

