



CONSTRUCTION SITE SUPERVISOR

Overview: Habitat for Humanity Chicago is a nonprofit affordable homeownership organization that partners with families and neighborhood residents to build homes and revitalize communities in Chicago with a primary focus on the Southside.

Position Summary: Construction Site Supervisor runs the build site on a daily basis including creating day's work plan, solving problems, completing materials requests and ensuring all volunteers and homebuyers have a meaningful experience and are satisfied with their involvement. Construction Site Supervisor has the experience and technical knowledge to construct an entire house and can execute homebuilding plans on schedule. Other responsibilities include performing work at other properties as requested by Management. On call 24 hours per day for emergencies.

Who Should Apply: You have residential construction and remodeling experience, project planning and control experience, people management skills, and an enthusiasm for working with volunteers. The Construction Site Supervisor Position reports to the Construction Manager and supports Habitat Chicago's mission by planning construction projects, overseeing safe and productive build sites, managing build site personnel (including AmeriCorps members, volunteers, and prospective homebuyers), and engaging with stakeholders around Habitat's mission.

Key Responsibility: Project planning (25%)

- Scope management
 - Evaluate constructability of designs
 - Define means and methods
 - Review plans and specifications
 - Confirm code compliance
 - Identify, as needed, site adjustments
 - Minimize changes and record as necessary
- Schedule management
 - Establish project-specific build schedule based on long-term plan
 - Establish volunteer limits based on availability of work defined in schedule
 - Develop 3-week look-aheads, weekly, and daily-specific work plans
 - Identify opportunities to accelerate/recover schedule when necessary
 - Plan daily, weekly, and monthly build site activities for AmeriCorps Crew leaders, volunteers, and homebuyers. This may include planning training activities.
 - Coordinate with Project Manager on all project scheduling
 - Coordinate with Project Manager on all sub-contractor scheduling
- Progress measurement
 - Measure progress and update project management information system
 - Complete and file daily reports
 - Allocate cost by work breakdown structure (WBS) element
 - Verify subcontractor performance
- Material/equipment handling, delivery, and acceptance
 - Establish site laydown and material handlings plans to ensure safe storage of materials
 - Properly maintain, use, and store equipment
 - Inspect deliveries for quantity and condition and accept as appropriate
 - Work with Procurement and Warehouse Coordinator to ensure build site has tools and materials needed for weekly tasks

Key Responsibility: Personnel management/training (25%)

- Mobilize and manage AmeriCorps service members
 - Assign AmeriCorps service members weekly tasks
 - Train AmeriCorps service members on means and methods necessary to complete weekly tasks
 - With AmeriCorps service members, plan and prepare work for volunteer build days
 - Overview AmeriCorps service members as they manage volunteers on volunteer build days
- Meet weekly with AmeriCorps service members to identify relative strengths and weaknesses and implement improvement plans where necessary
- Identify AmeriCorps service members' goals and objectives and develop plans to help them achieve them throughout the year
- Provide formal mid- and end-of-year feedback to AmeriCorps service members regarding their performance

Key Responsibility: Safety management (25%)

- Develop activity hazard analyses for self-performed work
- Order PPE or other safety equipment required to performed tasks safely
- Conduct daily inspections of materials and equipment to be used
- Monitor and report on site safety performance
- Conduct and document the results of weekly safety inspections
- Report recordable incidents
- Manager subcontractor safety performance

Key Responsibility: Quality management (25%)

- Define quality standards and tolerances based on local practice, code, and design requirements
- Confirm installed work compliance with standards and tolerances
- Conduct and document periodic inspections and results
- Schedule City inspections as necessary
- Manage, monitor and report on completion of issues noted by City
- Manage, monitor and report on completion of punchlist
- Perform final walkthrough with homebuyer
- Schedule rework or warranty items after occupancy
- Perform rework or warranty items
- Perform subcontractor quality assurance

Key Responsibility: Leadership and Teamwork

As a key Programs Team member, contribute to our organizational health through enthusiastic collaboration, leadership and personal integrity.

- Maintain a "team first" outlook, supporting the success of the team and the mission in attitude, ideas, and actions; lead by example and with active, creative input for growing and improving the organization.
- Contribute to organization events, helping as necessary with set up/take down, management, networking, various tasks, etc.
- Contribute to organization communication/marketing strategies as needed.

- Engage with all members of team, program participants, and core volunteers.

Qualifications

Required Knowledge, Skills & Abilities

- Expertise in homebuilding means and methods
- Ability to read and interpret construction documents
- Familiarity with local building codes
- Familiarity with project procurement and material/equipment handling
- Demonstrated ability to develop project schedules
- Effective communication and interpersonal skills including experience training others
- Familiarity with industry-standard construction safety management practices
- Familiarity with industry-standard construction quality management practices
- Ability to work well under pressure and with changing priorities
- Critical thinking with a high attention to detail
- Ability to work with minimal supervision
- Commitment to problem solving, continuous improvement, curiosity and personal development
- Ability to utilize construction power tools and equipment

Preferred Knowledge, Skills & Abilities

- Deep knowledge in construction estimating, scheduling, and/or project controls
- Previous individual or small-team leadership responsibility
- At least two years' experience leading volunteers in project execution
- Understanding of the Habitat for Humanity mission and operations

Education and Experience

- At least five years of work experience in a professional setting, preferably in construction or a related industry
- Formal training or certification in construction trades, safety management, quality management, or project or construction management related to the responsibilities above

Successful Habitat team members share the following characteristics:

- **Trust:** You invest in your fellow team members and you do what you say you will do. You thrive on constructive feedback and have a high level of integrity.
- **Commitment:** You have a "go above and beyond" attitude; nobody here works just for a paycheck.
- **Engagement:** You embrace bringing people to the Habitat mission.
- **Innovation:** You are a creative problem solver who works across teams.
- **Curiosity:** You express curiosity and reserve judgment.
- **Achievement:** You love results and hate excuses. You will help Habitat Chicago grow to be a leading organization.

Position Details

Reports To: Construction manager

Supervises: N/A

Hours: Full-time. Typical office hours are 7 am- 3 pm, Tuesday-Saturday. Some weekend and evening work is required, depending on program and event needs, and adjusting schedules as needed to balance hours is encouraged.



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Environment: The Habitat Chicago office is located at Cermak Rd. and Carpenter St. in Chicago. It is accessible by car or by public transit. This position will have a desk, computer, and phone line in an open office environment.

Conditions: Must be able to lift 25 pounds and work at a computer for long periods of time.

Compensation: Salaried; \$40,000-\$45,000, depending on experience. 30+ vacation/sick/personal days per year. 90% employer paid health insurance; access to dental, vision and 401k plans.

FLSA Status: This position is non-exempt under the Fair Labor Standards Act (FLSA). The incumbent is eligible for overtime pay or compensatory time according to Habitat Chicago policy. Further, the employee must submit timesheets that accurately reflect all hours worked.

Training: The position will begin with an onboarding period to become familiar with the organization's work and policies; s/he will be trained on the specifics of the role through a combination of in-person, online and written trainings and will be expected to take the initiative to review materials as needed and seek understanding of new developments in order to perform her/his responsibilities.

To Apply: Please submit a cover letter and resume to jason.brown@habitchicago.org with "Construction Site Supervisor – Your Name" in the subject line by 6/15/2019. Only successful applicants will be contacted and interviews will take place on a rolling basis. No phone calls, please.

Habitat for Humanity Chicago is an equal opportunity employer. This organization does not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law.