

**Waco Habitat for Humanity
Construction Supervisor
Job Summary**

Thank you for your interest in Waco Habitat for Humanity's Construction Supervisor position. To apply for this job, please send a résumé and cover letter to jobs@wacohabitat.org. Your cover letter should include information about how your skills and interests make you a suitable candidate for working in Habitat for Humanity's unique construction environment. A good Habitat construction supervisor not only knows how to build a home, but also knows how to work with volunteers from various walks of life.

If you are not already familiar with Waco Habitat for Humanity, please take time to browse this web site (www.wacohabitat.org) to learn more about Habitat's work in our community.

Habitat's Construction Supervisor works with the Director of Construction to build simple, decent, affordable homes using mostly volunteer labor. The job includes hands-on construction work, as well as training and leading volunteers to build the home. Good people skills are essential in this position, as is a commitment to Habitat for Humanity's mission.

This job is multi-faceted and always interesting. It is fulfilling working with so many good people from the community, including Habitat partner families, to build homes with those in need of decent, affordable shelter.

If you feel that you would be an asset to Waco Habitat for Humanity's team, we look forward to hearing from you at jobs@wacohabitat.org



Statement of Purpose:

Waco Habitat for Humanity, Inc., founded in 1986, is a nonprofit, ecumenical Christian housing ministry that seeks to provide a decent house in a decent community for all of God's people in need. Habitat invites people from all walks of life to work together in partnership to help build and repair houses with partner families. Habitat builds homes in partnership with low-income families, and those homes are built and repaired using primarily volunteer labor. Our partner families serve alongside Habitat staff and volunteers as they move toward either repairing the home they already own or eventually purchasing their home through a zero-interest loan.

Mission of Waco Habitat for Humanity:

We envision a world where everyone has a decent place to live. Seeking to put God's love into action, Waco Habitat for Humanity brings people together to build homes, communities and hope.

All are Welcome:

Waco Habitat for Humanity has an open-door policy: All who believe that everyone needs a decent, affordable place to live are welcome to help with the work, regardless of race, religion, age, gender, political views or any of the other distinctions that too often divide people. In short, Habitat welcomes volunteers and supporters from all backgrounds and also serves people in need of decent housing regardless of race or religion. As a matter of policy, Habitat for Humanity International and its affiliated organizations do not proselytize. This means that Habitat will not offer assistance on the expressed or implied condition that people must either adhere to or convert to a particular faith, or listen and respond to messaging designed to induce conversion to a particular faith.

Equal Opportunity Employer:

Waco Habitat for Humanity is an Equal Opportunity Employer.

Position Summary:

The Construction Supervisor supervises construction of homes through Waco Habitat for Humanity partnership housing program.

Reports to:

Director of Construction

Supervises and Guides:

Worksite volunteers and work study students

Position Equivalency:

Full-time, hourly, non-exempt position; eligible for overtime

Qualifications, Skills and Experience:

- Competency with all phases of residential (Habitat) construction
- Function well in a fast-paced environment with high energy and sense of urgency.
- Highly motivated and trustworthy individual requiring minimal supervision

- Ability to think on ones feet to adjust for changes to plans due to weather, material shortages, unexpected number of volunteers, etc.
- Ability to handle multiple, high priority projects simultaneously
- Strong analytical and planning skills.
- Ability to work well with others.
- Well-developed organizational and decision making abilities
- Excellent verbal communication skills
- Able to stand and walk for the majority of a work day; walk and climb on uneven surfaces; climb ladders and stairs; bend, lift, grasp, reach, push, and pull materials and tools to move them into and out of vehicles and to move them around the construction site; give and receive detailed information through verbal communications; and periodically lift and move loads up to 50 pounds.
- Must have a valid driver's license
- Ability to work outdoors in a variety of weather conditions
- Ability to follow directions

Duties and Responsibilities:

- Supervise construction process including material procurement, site management, working with subcontractors, inspectors and code enforcement personnel.
- Provide overall leadership for worksite, assuring all construction needs and volunteer support needs are met.
- Work with and develop relationships with sub-contractors, volunteers, homeowners and others involved in building Habitat homes.
- Prepare job site for construction crews. (i.e., safety plan, materials, tools, work plan)
- Supervise and teach groups of volunteers, homeowners, work study students, AmeriCorps members, and others on the work site.
- Inspect projects to ensure conformance with local, state, and federal construction codes as required.
- Work with Director of Construction to coordinate delivery of materials to job site.
- Work with Director of Construction to assure all inspections and rights to proceed happen in a timely fashion.
- Assure all construction projects come in on time with within approved budget.
- Prepare house for inspections and work with code officials to ensure compliance with appropriate codes.
- Ensure mission of Habitat for Humanity is carried out to its fullest.
- Perform other duties as assigned.

Time Requirements:

- Full-time (40 hours), non-exempt, hourly position
- Salary range \$17.00/hour and up based on experience
- Typical workweek: Tuesday-Saturday 8:30 am to 5:00 pm
- Schedule may include hours and days other than typical schedule to meet the needs of Waco Habitat for Humanity, partner families and the community.