

**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 consultant@thevictoryes.com. 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 consultant@thevictoryes.com.

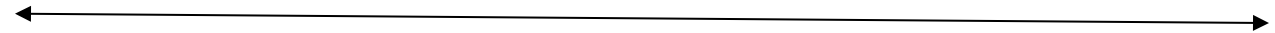


Job Title: Construction Supervisor (New Home)

***FLSA Classification:** Non-Exempt | Hourly | At-Will **Salary:** \$20.00 - \$26.00 per hour

Reports to: Director of New Home Construction **Benefits/PTO:** Eligible

*FLSA Status: This position is not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). It does earn overtime for additional time worked.



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.

Summary/Objective:

The Construction Supervisor works closely with the Director of New Home Construction and supervises construction of homes through Waco Habitat for Humanity partnership housing program.

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 one’s 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 75 pounds.

- Must have a valid driver's license and a good driving record
- Ability to work outdoors in a variety of weather conditions
- Ability to follow directions

Duties and Responsibilities:

The Construction Supervisor will assist the Director of New Home Construction in the following tasks:

- 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, and others on the work site.
- Inspect projects to ensure conformance with local, state, and federal construction codes as required.
- Coordinate delivery of materials to job site.
- 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 or Part-time, based on needs of qualified applicant
- 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.
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Employment Benefits and Perks

- Health Insurance (paid in full for employee)
- Dental Insurance (paid in full for employee)
- Vision Insurance (paid in full for employee)
- PTO (15 days at hire, 20 days at 2 years, 25 days at 5 years, 30 days at 10 years)
- Paid holidays (13)
- Simple IRA retirement plan with 3% employer match
- Workers Comp Insurance

Affirmative Action/EEO statement

Waco Habitat for Humanity values diversity and believes in providing equal opportunity in who we hire, train, and promote in all positions without regard to race, color, religion, national origin, sex, age, disability, or any other protected status. We seek to ensure that decisions regarding compensation, promotions, benefits, and/or programs will be in alignment with our value of diversity.