



**An Equal Employment Opportunity Employer**

## **Construction Supervisor (Tuesday – Saturday)**

The Construction Supervisor oversees all activities on assigned construction projects, ensuring all phases of the production schedule are maintained. The role of the Supervisor is to plan production schedules, estimate, insure delivery of appropriate tools and materials, lead, mentor, and teach AmeriCorps members, volunteers and homeowners on site, monitor quality control and track job status and keep the Construction Director up to date on progress.

### **Job Responsibilities:**

- Work with volunteers, AmeriCorps, donors, and homeowners to ensure they are properly trained and engaged in the construction experience in a safe manner.
- Work with the construction team on daily/weekly/monthly scheduling of labor, tools, and materials.
- Responsible for managing issues of job site safety and security, involving people and equipment.
- Involved with ordering of material deliveries and planning pre-production warehouse work.
- Arrange daily pickup and delivery of tools and materials.
- Monitor subcontracted work to ensure it is completed accurately and on schedule.
- Work with the Volunteer Department to coordinate the tasks to be completed with the appropriate staffing.
- Act as construction liaison and support during construction process for homeowner.
- Schedule and attend building inspections.
- Coordinate and conduct house orientation walk-throughs with new homeowners and family services staff.
- Supervise all punch-list and warranty concerns and repairs.

### **Knowledge, Skills, Abilities:**

#### **Required:**

- High School diploma or G.E.D. required
- Valid Wisconsin Driver License
- Minimum of 2 years in residential construction with experience leading crews.
- Able to lift up to 75 pounds, perform heavy manual tasks, and be capable of performing outside duties under all weather conditions.
- Strong communication skills to work across departments and with various levels of management.
- Ability to think strategically and to envision and balance "big-picture" priorities with daily workload.
- Experience working with volunteers.
- Experience scheduling and overseeing contractors.
- Commitment to affordable housing and Habitat's mission.

**Preferred:**

- Universal Dwelling Code and Green Building knowledge.
- Experience reading and interpreting house plans.
- Team player with excellent personnel management skills and capacity to build a strong team.
- Proven ability to manage a high-production construction schedule with multiple deadlines, in-house and outside resources and interdepartmental coordination.
- Demonstrated planning and organizational skills, including the ability to anticipate tasks, set priorities, meet deadlines, and function smoothly under strict deadlines and shifting priorities.
- OSHA-10 Construction Safety and Health certification a plus.
- Lead Safe Renovator Initial-8 certification a plus.
- Self-motivated and able to work independently.
- Able to respond to emergency situations calmly and effectively.
- Flexible, resilient, good natured personality.
- Willing to adapt and learn.
- Computer literacy with demonstrated experience in Microsoft Office (Word, Excel) and Internet.

**Benefits include:** health, dental, vision, life insurance, disability insurance, retirement plan, 10 Paid Time Off Days, 10 paid holidays and more.

Milwaukee Habitat for Humanity affirms its social and legal commitment to promote an atmosphere and environment that recognizes the principle and practice of equal employment opportunity. Milwaukee Habitat for Humanity does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, status with regards to public assistance, membership or activity in a local commission or citizenship status, or any other characteristic protected by law.