



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 Tasks & Responsibilities

On-Site Construction

- Work with volunteers, AmeriCorps, donors, and homeowners to ensure they are properly trained and engaged in a safe construction experience.
- Responsible for managing issues of job site safety and security.
- Arrange daily pickup and delivery of tools and materials.
- Monitor subcontracted work to ensure it is completed on schedule and agreed upon scope..
- Schedule and attend building inspections.
- Manage all punch-list and warranty concerns and repairs in a timely manner.
- Assist with maintaining, organization, and safety of the warehouse on a daily basis.
- Maintain a clean and safe work job site.

Personnel Management

- Properly plan for, mentor, and support AmeriCorps and volunteers on a daily basis
- Responsible for ensuring AmeriCorps and volunteers adhere to all policies and procedures.

Administrative

- Work with the construction department on daily/weekly/monthly scheduling of labor, tools, and materials.
- Work with the Volunteer Department to coordinate the tasks to be completed with the appropriate numbers of volunteers and leaders.
- Work with Project Manager on ordering of material deliveries and planning pre-production warehouse work.

Knowledge, Skills and Abilities:

- High School diploma or G.E.D. required
- Valid Wisconsin Driver License and good driving record.
- Minimum of 2 years of experience in residential construction, including leading crews.
- Able to lift up to 65 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.
- Universal Dwelling Code
- 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.
- 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 and Google products, e.g. Word, Excel, Gmail, Drive, Calendar.

Benefits include: health, dental, vision, life insurance, disability insurance, retirement plan, generous paid time off, and 10 paid holidays.

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