



Now More Than Ever.
Help Build It!

Construction Supervisor Position Description

If you are looking for a career that has meaning, and desire to work for an employer that is making a positive impact in Genesee County, we are interested in talking to you about our open construction supervisor position.

Our mission is: Seeking to put God's love into action, Genesee County Habitat for Humanity brings people together to build homes, community and hope. A successful candidate will be expected to uphold the values of Genesee County Habitat for Humanity:

Integrity – In all of the business we conduct, we conduct ourselves with integrity. This means doing what is right even when no one is watching. We believe in treating others the way we would like to be treated – with empathy, kindness, and compassion. We hold ourselves to a gold standard of honor, ethics, and moral principles both individually and as an organization in the community. This includes maintaining consistency and dependability when interacting with the people that we serve in all departments of our organization, with our coworkers, and with our partners – ensuring that assets entrusted to us are used responsibly and consistent with their intended use.

Compassion for All – Throughout the divisions of our organization, we believe in approaching our objectives with compassion for all. This means absolutely no exceptions – absolutely all-inclusive. We believe in treating everyone we encounter as they are family, treating them with respect, and treating them as we would like to be treated. We believe that by this approach we can offer a hand up to everyone we encounter, regardless of their situation, by meeting them where they are with an outstanding level of compassion.

Leadership – We believe in setting the example for leadership both as an organization in our community and individually in our departments – defining our objectives and executing them better than anyone else. This includes establishing common goals as an organization and holding ourselves and each other accountable for achieving those goals. With leadership comes responsibility – We take responsibility for motivating and encouraging each other, mentoring when necessary to achieve the goals we have set for ourselves to be the very best in what we do.

Innovation – In an ever-evolving and changing community, we are at the forefront of this dynamic. In order to meet this challenge, we approach our program delivery with open-mindedness, anticipating opportunities to better serve the people in our community. In this, we are nimble and flexible to meet those needs. When we encounter obstacles, we employ creative solutions, concurrently evolving with our community in new and existing program delivery to best serve the needs of our community. In order to

place ourselves at the forefront of this evolution, we continually strive to be more efficient. As our policies and practices continue to streamline, we are able to stay current on the changing needs of our community and meet those needs as quickly as possible.

Excellence of Service – This value runs parallel with the above Core Values. We strive to offer the absolute best products and services to our community by doing so with Integrity, Compassion for All, Leadership, and Innovation. Through achieving our goals with these values, we become providers of excellent service. We are performance-driven, striving continually to meet and exceed objectives. We accomplish our goals through teamwork and collaboration where necessary to deliver the most efficient and quality service possible. In all our programs we serve our community as thoroughly as possible and strive to exceed expectations. This includes “making it right” – If for some reason our service lacks excellence, we go the extra mile and take responsibility to make it right.

Reports to: Homeowner Services Director, Executive Director

Supervisory Responsibilities: Crew Leaders, Volunteers, General Construction Staff

Description: This position is responsible for construction and renovation of Genesee County Habitat for Humanity (GCHFH) home projects on site. In accordance with GCHFH house plans, specifications and quality requirements, supervises construction activity and provides leadership to construction activity as assigned by GCHFH Construction Supervisor, including paid contractors, crew leaders, general construction staff and volunteers. Ensures that a safe construction environment is maintained in accordance with OSHA, CDC and GCHFH regulations.

Employment Status: Exempt, Salary at 40 hours per week Compensation: 45 – 50k based on experience with benefits package, paid vacation and holidays

Responsibilities

Construction

- Supervises job sites on each designated workday and works with to ensure construction is accomplished in accordance with approved permits and plans.
- Coordinates subcontractors • Works with Homeowner Services Director and Volunteer Coordinator to develop weekly and monthly calendar of construction activities.
- Evaluates and implements good safety practices with crew leaders, volunteers, and GCHFH staff.
- Implements current site safety manual and policy, safety precautions, and training of staff and volunteers in appropriate safety measures.
- Participates and helps to develop yearly construction and safety policy updates.
- Evaluates and suggests advantageous building practices and material cost savings opportunities to Construction Supervisor and Executive Director.
- Coordinates homeowner warranty complaints and repairs as directed by the Homeowner Services Director.

Volunteers and Homeowner Partners

- Trains volunteer crew leaders, volunteers and partners.
- Treats homeowner partners and volunteers with dignity and respect. Strives to make their construction involvement meaningful and reminds staff and crew leaders of this ministry requirement.
- Understands elements that contribute to successful volunteers and helps ensure volunteers have a consistently well-prepared environment to work.
- Works with Volunteer Coordinator to ensure communications to volunteers and homeowners are accurate and timely.
- Anticipates jobsite work at least the day prior to ensure worksite is prepared for construction tasks needed for each day.

Required Skills/Experience/Physical Requirements

- Strong Carpentry Skills
- Ability to build an energy efficient home from the ground up
- Knowledge and experience in the construction business.
- Ability to manage/implement all phases of new house construction and renovation.
- Management and team building experience a plus.
- Builders license or the ability to acquire in 3-6 months on the job.
- Must be a good listener and engage in well-considered discussions.
- Must have good anticipatory abilities and personally act on same as need arises.
- Ability to lift at least 50 pounds. Work requires climbing ladders, considerable standing, bending, kneeling, reaching in awkward and tiring positions.
- Must pass Criminal Background and Sexual Offender Checks.
- Must have a clean driving record and valid Michigan Driver's License.
- Must have good communication and computer skills.

To Apply: Send resume and 3 recent references to Thomas Hutchison at director@geneseehabitat.org before Monday September 26th at 5:00 PM. Or drop off at 101 Burton Street Flint, MI 48503 before same date. Applications are also accepted through Indeed.

Genesee County Habitat for Humanity seeks to employ and assign the best-qualified personnel for all of our positions in a manner that does not discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law. If you are unable to complete this application due to a disability, contact this employer to ask for an accommodation or an alternative application process

101 Burton Street, Flint, Michigan 48503 United States

Phone: (810) 766-9089 Fax: (810) 766-9094 www.geneseehabitat.org

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3 Other Duties as Assigned by the Executive Director:

- Knowledge or the ability to gain knowledge of the City of Flint and Genesee County MI.
- Work with GCHF staff with project management software.

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