



**Habitat for Humanity®**  
Buffalo  
**Job Description**

**Position Title:** Construction Site Supervisor  
**Reports to:** Construction Project Manager  
**Status:** Full-time/Nonexempt  
**Hours:** Tuesday-Saturday 7:30am-4:00pm

**Position Overview:** This individual will oversee all day-to-day construction of residential projects with guidance from the construction manager.

### **Construction Responsibilities**

- **Oversee all day-to-day aspects of construction projects:**
  - Manage all aspects of on-site volunteer labor
    - Deliver daily HFHB and site safety orientation, including overview of organization, general safety expectations and overview of tasks for the day
    - Ensure that each on-site volunteer has signed up and is signed in at the beginning of each shift
    - Provide weekly updates to Home Team volunteers to prepare them for upcoming work and needs for “specialty crews”
    - Train volunteer groups -- including repeat Home Team volunteers, Habitat Homebuyers, and non-episodic (one-time) volunteers -- to perform daily construction tasks in order to meet project goals
    - Communicate regularly and directly with volunteer coordinator regarding volunteer feedback – i.e. volunteers were late or didn’t show, volunteers didn’t meet project needs, volunteers excelled and should be followed-up with
  - Supervise all aspects of site safety
  - Coordinate material acquisition, delivery and staging
  - Arrange for all required inspections.
  - Manage contractors on-site per terms of scope of work and contract provided by Construction Manager.
  - Keep site and materials clean and secure to prevent theft and to avoid safety hazards
  - Reliability and attendance – Habitat Buffalo construction sites operate Tuesday-Saturday, 8:00 a.m.-3:00 p.m.
- **Maintain project schedule and budget**
  - Maintain regular communication with construction manager to communicate volunteer and subcontractor needs
  - Perform general phases of construction in the assigned order, as outlined in project schedule
  - Work with construction manager to develop purchase orders in order to receive materials within prescribed budget
  - Receive and submit to construction manager all packing, delivery slips and purchase receipts on a weekly basis
- **Other construction responsibilities**
  - Maintain strong partner and sponsor relations:
    - Prepare for and participate in special event builds as scheduled by Development team
  - Maintain assigned construction vehicle

**Additional Responsibilities:**

- Attend internal staff meetings and trainings when appropriate
- Remain knowledgeable about Habitat for Humanity International (HFHI) programs, practices, and trainings; utilize HFHI resources and participate in HFHI and Habitat NY State trainings when appropriate
- Follow and enforce Habitat Buffalo safety protocols
- Promote a positive work atmosphere
- Attend fundraising events as required by Executive Director
- Perform other tasks as required by Construction Manager

**Required Qualifications:**

- High School Diploma/GED
- 3 years minimum residential construction experience
- Excellent verbal communication skills, in particular, the ability to explain construction tasks to inexperienced volunteers and homebuyers who may be non-native English speakers
- Excellent organizational and time management skills
- Strong computer skills, including familiarity with Excel and Word
- Experience working with volunteers
- Current NYS Driver's License

**Habitat for Humanity Buffalo, Inc. is an affirmative action/equal opportunity employer and is committed to respecting diversity and individual differences.**

**Please email all cover letters and resumes to Ron Harding, Construction Project Manager,  
[rharding@habitatbuffalo.org](mailto:rharding@habitatbuffalo.org).**