



Habitat for Humanity®
Buffalo
Job Description

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

Position Overview: This individual will lead volunteers on a daily basis, assisting with all hands-on work for Habitat Buffalo's Construction and Repairs programs. Ideal candidates will have construction experience, and/or experience training volunteers to complete tasks; be willing and able to take direction; and have a drive to support Habitat Buffalo's mission of building homes, communities and hope

Construction Responsibilities:

- Assist Site Supervisor in managing all aspects of on-site volunteer labor
 - Train volunteer groups – both experienced and inexperienced -- to perform daily construction tasks in order to meet project goals
 - Facilitate positive working experiences for volunteer groups
- Provide support for all aspects of site safety, security and volunteer coordination
- Work with Site Supervisor and Logistics Coordinator to coordinate material delivery and staging
- Reliability and attendance – Habitat Buffalo construction sites operate Tuesday-Saturday, 8:00 a.m.-3:00 p.m.

Additional Responsibilities:

- Attend internal staff meetings and 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 Project Manager

Qualifications:

- Ability to work with a diverse group of people
- Ability to adapt to fluid production schedules
- Experience working with volunteers
- 2 years residential construction experience preferred
- Strong verbal communication skills
- Strong organizational and time management skills
- Experience with Microsoft Suite of products
- Current NYS Driver's License
- High School Diploma/GED preferred

To apply: Please email your cover letter and resume to Barry Weiss, NRI Manager, bweiss@habitatbuffalo.org

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