



**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 lead volunteers on a daily basis on all aspects of residential construction. This is not a desk job. Candidate must have hands on experience with all aspects of residential construction including demolition, framing, plumbing, electrical, insulation, drywall, interior finish, painting, siding, window and door installation. Individual must be able to perform and demonstrate building techniques to volunteers and guide them through completion of tasks.

**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
- 10 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

To apply email your resume and cover letter to Rick Folger, Program Director, at [rfolger@habitatbuffalo.org](mailto:rfolger@habitatbuffalo.org).

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