

HABITAT FOR HUMANITY ST. TAMMANY WEST POSITION DESCRIPTION

POSITION: Construction Lead Site Supervisor

FSLA STATUS: NON-EXEMPT

REPORTS TO: Construction Director

HFHSTW MISSION STATEMENT: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

POSITION SUMMARY: As a Senior Site Supervisor your primary responsibility is to oversee the on-site production of new homes according to plans, specifications, and quality requirements. You will supervise site supervisors, volunteers, and partner families, ensuring adherence to construction techniques and safety standards set by HFHSTW. In addition to providing leadership and guidance, you will evaluate and maintain work site safety, and address any issues that arise during construction. By implementing quality control measures and enforcing regulatory compliance, you will contribute to the successful and timely completion of projects while fostering positive relationships with the local community.

Work Environment: The work environment for a Lead Site Supervisor at HFHSTW is primarily on construction sites, which can vary in conditions and locations. It involves working outdoors in various weather conditions and interacting with diverse groups of people, including volunteers, partner families, and community members. The role requires a hands-on approach to overseeing construction activities while also managing administrative tasks and ensuring compliance with safety standards and regulations. Effective communication and problem-solving skills are essential for maintaining a safe and productive work environment while fostering positive relationships with stakeholders.

EMPLOYMENT STATUS: Full-time position/40 hours per week.

Responsibilities/Duties/Functions/Tasks

- Oversee supervisors and construction activities on-site.
- Build new HFHSTW homes according to plans, specifications, and quality requirements.
- Train site supervisors, volunteers, and partner families on construction techniques and safety standards.
- Evaluate and maintain work site safety, enforcing safe practices and re-training when necessary.
- Perform administrative tasks and other assigned duties.
- Anticipate and address potential problem areas, recommending solutions for timely completion.
- Identify and mitigate potential risks to ensure project success and minimize liabilities.
- Enforce quality control measures to meet or exceed standards and specifications.
- Ensure compliance with regulatory requirements and safety standards throughout projects.
- Coordinate and oversee all on-site construction activities.
- Implement safety protocols in compliance with OSHA and other regulatory standards.
- Manage on-site resources to optimize productivity and minimize downtime.
- Address conflicts or issues promptly to maintain positive working relationships.
- Ensure construction activities adhere to project schedules, identifying and mitigating potential delays.
- Plan and manage site logistics to minimize disruptions and maintain efficient workflow.
- Foster positive relationships with the local community by addressing concerns and minimizing disturbances caused by construction activities.

Required Qualifications

HFHSTW reserves the right to change this position description at any time. This position description is in no way intended to alter the employee-employer relationship of Louisiana's right to work status. HFHSTW is an equal opportunity employer, and aspires to hire a diverse team representative of those we serve.

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- Strong leadership and communication skills.
- Proficiency in construction techniques and safety standards.
- Attention to detail and quality control.
- Problem-solving and analytical abilities.
- Organizational and time management skills.
- Knowledge of regulatory requirements and building codes.
- Conflict resolution and interpersonal skills.
- Ability to manage resources effectively.
- Flexibility and adaptability in a dynamic work environment.

Education/Experience Requirements

- High school diploma or GED (required)
- Four-year degree in relevant field (preferred)
- Five years' management experience, preferably in construction
- Ten years of relevant experience may be substituted for degree

Physical Requirements

- Ability to communicate and exchange information
- Ability to routinely lift and/or move up to 50lbs – unassisted
- Ability to routinely lift over 50lbs with assistance
- Ability to bend for extended periods of time
- Ability to stand for extended periods of time
- Ability to crawl for extended periods of time
- Ability to walk for extended periods of time
- Ability to reach & pull
- Ability to use fingers to type, grab & manipulate
- Ability to climb
- Ability to work in adverse weather conditions
- Ability to work at levels over 6' high for extended periods of time
- Ability to work in small or confined spaces
- Good eye to hand coordination
- Good sense of balance