**POSITION DESCRIPTION**

**REPAIR PROGRAM CONSTRUCTION SITE SUPERVISOR**

**DEPARTMENT:** Fayetteville Area Habitat for Humanity

**LOCATION:** 3833 Bragg Blvd, Fayetteville NC, 28303

**REPORT TO:** Chief of Operations

**SUMMARY:** Responsible for overseeing, managing, and coordinating Fayetteville Area Habitat for Humanity’s (FAHFH) Critical Home Repair construction project requirements, construction rehabilitation and home repairs, and construction management duties under the Construction Program Manager and Chief Operations Officer. Ability to work effectively with volunteers and families in the FAHFH critical home repair programs. This position will report to the FAHFH Chief Operations Officer directly and work with the Repair Program Administrative Specialist while also documenting repair projects for oversight from the Chief Programs Officer. Will oversee the work of construction laborers, contractors, and subcontractors assigned to the construction repair projects. Major responsibilities of this position are to supervise and project manage construction repairs and rehabilitations and related activities on the repair worksite, including bidding, inspection, advisement, creating scopes of work, and site material acquisition and coordination. The Repair Program Construction Site Supervisor will perform other duties as assigned as it relates to repair and rehabilitation and documentation of repair projects.

**PRIMARY RESPONSIBILITIES:**

*Repair Construction Site and Project Management*

* Key Tasks: Assess projects, bid and monitor contractors and sub-contractors, conduct repair work as needed, and document all activities as per FAHFH and program requirements.
* Ability to project manage with backwards planning and project management skills to meet deadlines as appropriate.
* Coordinates and oversees the work of all sub-contractors, labor and materials for Critical Home Repair projects under Fayetteville Area Habitat for Humanity.
* Monitors the job site to ensure the correct amount of material and subcontractors are on the job at all times and that work is being completed as per the scope of work.
* Inspects each phase of work of a repair project to determine acceptable quality and that each trade is finished on schedule as per the repair project management. Conducts checklist walkthrough prior to scheduling inspections to ensure a first-time pass and makes corrections as warranted, including “Green Building”, ADA modifications, Cumberland, Bladen and Sampson county and local municipal inspections (City of Fayetteville-CDBG program).
* Accountable for the safety and security of the repair job site IAW OSHA policies, Lead/RRP procedures and testing, and hazardous waste safety procedures.
* Accountable for the repair project until project completion and homeowner has signed the Certificate of Completion.
* Responsible for all workmanship follow-up work needed on the repair project (punch list) within reasonable and approved completion timelines.
* Establishes and abides by established timeline for critical home repairs to meet reasonable expectations of repair completion.
* Coordinate and work with the Construction Team and Volunteer Coordinator for integration of projects and resource management in a professional and courteous manner.
* Develop and create positive relationships and interactions with homeowners, subcontractors, colleagues and program stakeholders.
* Identifies and integrates volunteers, community supporting members (Home Builders Institute, Churches), partner families and applicants, and partner organizations into appropriate and COO approved repair projects and activities in a timely manner with the Volunteer Coordinator and Chief Operations Officer.

*Repair Construction Project Administration*

* Provides progress reports to the Construction Program Manager and keeps logs of activities audited by external agencies.
* Issues, completes and documents bidding process, bids, and awarding of repair projects for every project, in accordance with FAHFH Bidding policy.
* Responsible for completion of onsite home inspections for writing and documenting the home assessment inspection for creating a Scope of Work.
* Writes and documents the Scope of Work for approved work to be completed within the budget provided by the Chief Program Officer or Chief Operations Officer.
* Responsible for ordering and coordinating repair project support, e.g. portable toilets, dumpsters, trash removal, lead and asbestos testing, and inspections.
* Responsible for invoices, returns and credits, supplying bills, and coordinating administration through the Chief Operations Officer for supporting work, sub-contractors, materials, or other associated costs with a repair project.
* Coordinates and secures permits and inspections for municipal or county repair projects within Construction Department with Construction Program Manager.
* Follows the contract and scope-of-work for each repair project and works with the family, applicant and Family Partner on an as needed basis for coordination of the repair.
* Document all work and assessments with photos, written reports, excel spreadsheet tracking and other required reporting as directed by the Chief Operations Officer and Chief Programs Officer.
* Reports any budget discrepancies to the Construction Program Manager and Chief Operations Officer prior to any expenditure not covered in budget. Responsible for Change Orders associated with the repair project.
* Provides weekly update of project repair status, issues, changes, or concerns with the project to the Chief Operations Officer and Construction Program Manager.

*FAHFH Program Specific Duties*

* Must be an organizational fit, with respect, integrity, and professionalism as requirements in all aspects of the position, with coworkers, applicants, contractors and partner organizations.
* Provides adequate supervision and training of volunteers on job sites, including new construction and repair projects. This includes holding an initial meeting with the volunteers at the beginning of the workday to discuss the plan for the day and assigning appropriate number of volunteers for the tasks. This includes assuring that duties are not being performed by individuals of an inappropriate age group and may include hands-on training of unskilled volunteers. This will only be for FAHFH approved events and projects.
* Train and supervise all on-site volunteers, Americorps members, and volunteer site supervisors in construction practices, safety, and adherence to FAHFH guidelines and policies.
* Demonstrates necessary skills to manage volunteers’ completion of assigned tasks, assigns tasks to volunteers based on skill levels and aptitude, while encouraging and nurturing volunteers during the work period.
* Coordinates and communicates with the Volunteer Coordinator to manage necessary volunteers for workdays. This position must communicate needs with Construction Program Manager for skilled volunteers in a timely fashion allowing sufficient time for Volunteer Coordinator to schedule such skilled volunteers.
* Performs other appropriate activities and duties as assigned.

**STANDARDS FOR MEASURING PERFORMANCE:**

* Achieve FAHFH project and repair goals relative to critical home repairs and rehab construction in accordance with appropriate FAHFH, municipal and program policies and requirements.
* Manage volunteers and employees for best utilization in fulfilling objectives.
* Take initiative and independent action demonstrated in handling tasks assigned for project management and processes within the policies of FAHFH and required state and local building codes.
* Document all activity reports as required by external organizations and within FAHFH policies and procedures.
* Self-starter and ability to work both independently and with other staff in a team environment.
* Demonstrated knowledge of construction and construction site management.
* Communicates and works effectively with a diverse population, varying in age, physical/mental health, lifestyles, cultural, and ethnic backgrounds.
* Communicates professionally and effectively within the organization and with external partners, contractors, and repair applicants.
* Strong willingness to serve the community and a team-player mentality.
* Strong interpersonal, communication, and organizational skills.
* Ability to work in a cross-functional, inter-departmental work environment (new construction, volunteer coordinator, marketing, family services).
* Completes required training to meet FAHFH operating procedures (e.g. Habitat Competent Person Training). Other optional training will be provided (OHSA-10, OHSA-30, Lead/RRP Certification) after probationary period.

**REPORTING:** Provide daily, weekly, quarterly, and/ or annual reports to Construction Program Manager or Chief of Operations per reporting timelines. Works in partnership with Repair Program Administration Specialist.

**QUALIFICATIONS**:

* Proven experience in residential construction, repairs, and rehabilitation and at least two (2) years’ experience in repair projects required.
* Must be proficient in Microsoft Office, including Word, Excel and email.
* Knowledgeable of OSHA safety policies and safe construction site practices.
* Must have access to reliable transportation and have a valid, current driver’s license.
* Must be able to manage and coordinate small and medium sized repair projects.
* Experience in supervising and leading employees and volunteers, directing successful teams in construction project objectives preferred.
* Experience in General Contracting and Repairs, to include basic knowledge of electrical, plumbing, roofing, framing, drywall, and associated residential home construction preferred.
* General Contractors License preferred.
* Lead/RRP certification preferred.
* Associate’s Degree in Industrial Management, Construction Science or another relevant field, or at least 5 years of relevant work experience in construction, repair and supervision preferred.
* Background check, drug testing, and driver’s license verification required.

**PHYSICAL REQUIREMENTS:**

* Position requires routine exposure to adverse environmental conditions, such as weather, dust, heat, and noise.
* Ability to sit at a desk and use a computer for extended periods of time.
* Ability to stand for long periods of time.
* Ability to lift 50 pounds.

**JOB CLASSIFICATION:** Exempt

**HOURS:** Full time salaried position at 40+ hours per week, including some evenings and weekends. Must be flexible.

**SALARY**: Commensurate with experience and education. $47,000.00-$55,000.00.

Submit resumes with qualifications to: Rick@fayettevillenchabitat.org or apply through Indeed.com.

Rick Callaway

Fayetteville Area Habitat for Humanity

Chief Operations Officer

Rick@fayettevillenchabitat.org