



**Construction Supervisor**  
Habitat for Humanity in the Roanoke Valley, Inc.

**DURATION**

Full-time, hourly, 5 days/week, 40 hours/week (Tuesday through Saturday)—other days/evenings as necessary for special projects.

**GENERAL STATEMENT OF DUTIES**

The Construction Supervisor (CS) serves as a vital member of the construction team. This position is responsible for training/supervising groups of volunteers on a construction site, with an emphasis on safety, engagement, and work progress. The CS will manage new and rehab construction projects, including scheduling inspections, coordinating subcontractors, preparing/staging tools and materials for multiple worksites, maintaining company vehicles/trailers, and assisting with coordinating staff and volunteers. This position reports to the Project Manager. It is a field-based position, outdoors. Work will primarily be in and around Roanoke, Virginia.

**SPECIFIC STATEMENT OF DUTIES**

Responsible for supervising and training volunteer and Homebuyer work activity to ensure projects are completed in a safe manner with high quality results.

Manage schedule for two projects as the primary responsibility, assisting with other projects as needed. This includes building vendor relationships for ordering materials and maintaining/building subcontractor relationships to ensure work is completed on schedule and meets high standards of quality.

Work with and train Homebuyer families to ensure they are actively engaged in construction tasks to learn home maintenance skills. Ensure Homebuyers are treated with respect and dignity regardless of their construction experience, striving to make their involvement a meaningful and productive experience.

Support Safety Team by facilitating safety talks and site safety walkthroughs on work sites on a regular basis.

Maintain safe and clean work environments.

Assist Habitat staff to ensure that all new building projects and rehabs, where feasible, are Earth Craft Certified and comply with current energy and building codes.

Ensure tools, equipment and materials are available at worksites for the required work. Assist with on-site security of all Habitat property, including vehicles. Assist Habitat staff in the organization and management of materials, tools and equipment in the warehouse, trailers and vehicles.

Responsible for maintaining adequate project records (proposals, contracts, invoices) and timely administrative documentation (itemizing receipts to individual projects, etc.)

Perform other duties as assigned by Project Manager or Construction Director.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Skilled in communicating effectively. Excellent interpersonal and team building skills.

Comfortable training and leading skilled/unskilled volunteers to successfully complete building projects, maintaining safe work practices (implementing engineering controls and use of PPE) on a worksite involving a wide variety of tools and risks.

Ability to work independently and in a team environment on multiple projects and tasks with minimal supervision, maintaining projects on schedule and on budget.

Comprehensive knowledge of current construction practices, procedures, and building codes as applied to residential construction. Working knowledge of Earth Craft standards a plus.

Capacity to identify problems and trouble shoot to identify realistic, effective solutions.

Ability to safely operate a truck with fully loaded trailer attached. Comfortable with operating light construction equipment.

Ability to maintain high level of accuracy and confidentiality.

Ability to perform the physical demands of the position outdoors (weather extremes, lifting 80 lbs, capacity to be on your feet daily, etc).

### **PREFERRED EDUCATION AND EXPERIENCE**

Experience working with volunteers.

A minimum of 4-5 years' experience in field-based residential construction, including schedule management.

Any equivalent combination of experience, training, certifications and/or licensure which provides the required knowledge, skills and abilities to be effective in this role.

High degree of comfort using computer platform for scheduling and communication, including working knowledge of Microsoft Office programs, Procore, and project management programs.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license with an insurable driving record per Habitat's fleet insurance policy.

Background check and drug screening required before hiring, with individual circumstances evaluated on a case-by-case basis. Habitat has a random drug testing policy in effect.

Must be able to complete CPR/First Aid training and the Habitat for Humanity Competent Person Training within the first 30 days of employment.

Remote work options are not available for this position. This is a field-based position.

### **WORK ENVIRONMENT**

The work is primarily performed outside in all types of weather conditions.

### **COMPENSATION**

Compensation dependent on experience and qualifications. Pay range: \$23-\$33/hr. Benefits (after 90 days probationary period) include PTO, paid holidays, medical insurance options, group life insurance,

short term disability, position-relevant training, and enrollment in a 403B retirement plan with up to 4% employer match.

Successful candidates will have access to additional training certifications over time, with demonstrated competence and experience.

**Habitat for Humanity in the Roanoke Valley, Inc. is an equal opportunity employer.**

Applications will be evaluated on a rolling basis, with position open until filled.

**To apply**, send your resume and cover letter to: [bclark@habitat-roanoke.org](mailto:bclark@habitat-roanoke.org). Include 'Construction Supervisor' in the subject line of the email. To learn more about Habitat for Humanity in the Roanoke Valley, please visit our website at: <https://www.habitat-roanoke.org/>.