Construction Supervisor
Part-Time

This role provides on-site coordination and supervision of construction projects for Kalamazoo Valley Habitat for Humanity (KVHH), ensuring onsite safety while moving projects forward and on budget. As the most visible point of contact for many KVHH activities, the Construction Supervisor must embrace the program and principles of the organization and be able to communicate and advocate for the mission of the organization to homebuyers, sponsors, volunteers, and community members.

Hours: 24 – 32 hours per week, scheduled from 7:30 am – 4:30 pm
3 to 4 days per week Tuesday through Friday, including 1 or 2 Saturdays per month

Pay: From $20.00 per hour**,** including paid time off

Job Responsibilities:

- Supervise and coordinate all aspects of building and/or repairing assigned houses in an efficient and safe manner, maintain build schedules, coordinate daily site work and activities, maintain quality standards, and ensure homes/projects are completed on time.
- Plan for each workday to ensure that all necessary resources, material and human, are available to accomplish the work scheduled for the work to be completed.
- Ensure a safe jobsite in compliance with all MIOSHA regulations and foster a culture of safety on site.
- Serve as ambassador for KVHH and its mission by ensuring an excellent volunteer experience.
- Educate, motivate, supervise, and give recognition to volunteers as they work on construction projects and ensure communication to volunteers is accurate and timely.
- Train volunteers in the safe use of tools and equipment to prevent both injuries and damage.
- Update build schedules for assigned construction projects and communicate construction and volunteer needs with Community Engagement Coordinator and Director of Construction.
- Manage materials onsite, inspect deliveries, order/acquire materials as needed, and communicate needs ahead of time to construction management. Ensure the site is kept clean and safe at all times.
- Ensure that all assigned vehicles, tools, and equipment are securely stored during off hours.
- Periodically inspect vehicles, tools, and equipment (including ladders and scaffold) to make certain they are in proper and safe working condition.
- Build and foster positive relationships with homebuyers, volunteers, neighbors, vendors, subcontractors, and community members.
- Implement the construction safety program for each assigned project.
- Complete and turn in purchasing documents to construction management/accounting in a timely manner.
- Assist KVHH and construction team with other projects as needed.
- Other duties as needed to meet organizational goals.

Education and Experience

- High school diploma or equivalent is preferred.
- Minimum of 2 years of residential construction experience or the equivalent with an understanding of all phases of residential construction. Supervisory experience is preferred.

Skills, Knowledge, and other Competencies

- 18 years of age or older with a valid driver's license and ability to provide self-transportation to the construction warehouse.
- Ability to read construction plans and manage changes with thorough knowledge of all aspects of construction including technology, equipment, and construction methods required for effective performance by subcontractors and volunteers
- Proficiency in the use of smart-phone technology for communication via texts, emails, voice, and online weather and reporting tools.
- Strong oral and written communication skills with ability to effectively listen and communicate with others. Multiple languages and sign languages not required, but beneficial.
- Commitment to job site safety.
- Strong attention to detail and excellent organizational skills to meet daily goals and objectives and to manage multiple projects.
- Able to work well and provide direction to volunteers of diverse backgrounds and skill levels.
- Ability to learn quickly, take initiative to continue learning and find creative approaches to solve problems.
- Builds and maintains positive working relationships and actively cultivates an inclusive working environment.
- Ability to work independently and to complete work within deadlines.

Physical Demands and Work Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to walk on construction sites with uneven surfaces, climb ladders and scaffolding to heights, and navigate sloped terrains such as roofs.
- Occasional lifting and moving objects up to 80 pounds at one time.
- Must be able to work in both indoor and outdoor locations for extended periods of time, including inclement weather.
- Frequently communicates with team members and volunteers who have questions and must be able to provide accurate information in these situations.
- Ability to safely and professionally drive a company vehicle and trailer to carry out work duties listed above.

Note: Must pass background check and have clean, insurable driving record.

To apply, click on this link to Indeed: https://www.indeed.com/job/part-time-construction-supervisor-part-time-5a03c76fc660ac1a

Kalamazoo Valley Habitat for Humanity does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity or expression, marital status, disability, genetic information, age, parental status, military service, or any other protected class under federal, state, or local law.