



Habitat for Humanity
Department of Human Resources
900 Tidewater Drive
Norfolk, VA 23504

**INVITES APPLICATIONS FOR THE POSITION OF:
Construction Site Assistant Supervisor**

An Equal Opportunity Employer

SALARY: Based on Experience

OPENING DATE: 06/20/2023

CLOSING DATE: Open until filled

TITLE: CONSTRUCTION SITE ASSISTANT SUPERVISOR

STATUS: FULL TIME

Hours: Tuesday– Saturday 7:30-4:00

SUPERVISOR: Construction Manager

GENERAL DESCRIPTION:

Under the guidance of the Construction Manager, Coordinate supervise and Habitat SHR residential construction and rehab projects. Adheres to project schedules to ensure a finished project within budget and on schedule. Maintains: Company vehicles, tools, materials, project paper work, and clean and safe work sites.

JOB DESCRIPTION

1. Organize and lead daily activities concerned with the construction of Habitat SHR residential builds and rehabs.
2. Organize and lead a team of volunteers to frame a house structure from the ground-up.
3. Organize and lead a team of volunteers to install windows, doors, siding, exterior and interior trim, cabinets and stairs to a finished home product.
4. Assist in schedules to ensure project follows logical steps, and budget time required to meet deadlines.
5. Ensure projects are constructed in compliance with current building and safety codes and other regulations.
6. Assist in obtaining all necessary permits and inspections.
7. Direct, supervise and train subcontractors, volunteers and homebuyers working on the site.
8. Study project specifications to determine appropriate construction methods.
9. Create material take-offs and ensure availability of all necessary materials for each volunteer workday.
10. Perform other related duties as requested by the Construction Manager and the Executive Director

EDUCATION, TRAINING AND EXPERIENCE

1. Must be knowledgeable in residential framing and trim carpenter.
2. Must have knowledge and hands-on experience in carpentry methods and practices to frame a house, including installing windows, doors, stairs, interior trim, and cabinets; as well as experience with form work and vinyl siding.
3. Must be experienced in reading and following architectural and engineering plans.

4. **Must be able to perform material take-offs for pricing and ordering to perform work.**
5. **1-3 years full-time employment in residential construction required.**
6. **3 years supervisory experience required.**
7. **Training or coaching experience preferred.**
8. **Valid Driver's License and good driving record.**

TOOLS AND TECHNOLOGY

1. **Personal computers**
2. **Construction related tools**
3. **Microsoft Word, Excel, Outlook**

WORK TRAITS

1. **Well-developed verbal communication skills.**
2. **Demonstrated knowledge of materials, methods and the equipment involved in residential construction or repair.**
3. **Demonstrated knowledge of local residential permitting, licensing and code requirements.**
4. **Ability to positively motivate, train and supervise volunteers and employees in accomplishing work activities.**
5. **The ability to manage ones time and the time of others.**
6. **The ability to follow department policy.**

MENTAL AND PHYSICAL REQUIREMENTS

1. **Ability to make effective decisions and seek guidance when needed.**
2. **Effective mathematical and analytical ability.**
3. **Ability to perform construction tasks such as climbing, framing, siding, carpentry and repairs.**
4. **Ability to lift and carry up to 50 pounds.**
5. **Ability to spend time outdoors exposed to all weather conditions.**
6. **Ability to use problem solving skills and creativity.**
7. **Ability to work with volunteers.**

ADDITIONAL INFORMATION & REQUIREMENTS

- **Team player able to work collaboratively and effectively with and among diverse populations. Must also be able to make decisions and solve problems independently and effectively.**
- **Must possess a positive attitude, flexibility, integrity, and mature judgment.**
- **Comfort with heights (roofing, ladders, scaffolding)**
- **Commitment to Habitat's mission and principles.**
- **Experience with planning, organizing, executing and communicating in a fast-paced, limited-resource environment.**
- **Applicants may be required to perform and pass a skills test as part of the application process.**

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
construction@shrhhabitat.org
OR
900 Tidewater Drive
Norfolk, VA 23504

Construction Site Supervisor Supplemental Questionnaire

- * 1. Applicants selected for an interview will be required to provide the interviewer with a current (not more than 30 days old) DMV driving report. Are you able to meet this requirement?
 - Yes
 - No
- * 2. Please indicate your highest level of education completed.
 - No degree
 - High School Diploma/GED
 - Associate's Degree or Technical Certification beyond CDL
 - Bachelor's Degree or higher
- * 3. This position requires the ability to supervise the daily operations of a crew that is comprised of Construction workers, subcontractors and volunteers. How many years of experience do you have directly supervising?
 - Less than one year of experience
 - One to two years' experience
 - Two to five years' experience
 - Over five years' experience
- * 4. This position requires supervision of a diverse group of employees/volunteers. Please describe your supervisory experience. Include how many employees are/were under your direct supervision, employee classifications, and length of time you have directly supervised employees.
- * 5. How many years of experience do you have operating construction equipment?
 - Less than one year
 - Less than two years
 - Two-to-three years
 - More than three years
- * 6. Please describe the experience you have creating and maintaining schedules. Also describe the computer software you have used to maintain time, equipment and material records for each job.
- * 7. This position requires computer operation. Please mark all software you consider yourself proficient in using. A job-related exercise may be administered.
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Outlook
 - I have no experience with the software listed above, but I have other software knowledge.
 - I have no computer experience.
- * Required Question