JOB DESCRIPTION

Title: Construction Supervisor – Home Preservation

Employment Status: Full-Time; Tuesday - Saturday

Department: Real Estate Development

FLSA Status: Exempt

Reports to: Project Manager

Supervises: Volunteers, AmeriCorps members, Contractors, Homeowners

Updated July 1, 2022

THE ORGANIZATION:
Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God's love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all.

To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. The organization also works with existing low-income homeowners in formerly red-lined Denver neighborhoods to do critical home repairs. Throughout its 42-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

As an advocate for policies that create and preserve affordable housing, build wealth through homeownership, and stabilize communities experiencing involuntary displacement, Habitat Metro Denver engages the community to be a catalytic force at federal, state and local levels.

Habitat Metro Denver’s Cultural Blueprint highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.

Solid Foundations
- Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

Innovative Design - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

Open Doors - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.
**Clear Windows** - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

**Supportive Structures** - We have each other’s backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

**GENERAL DESCRIPTION:**
The Construction Supervisor of Home Preservation oversees construction within three Habitat Metro Denver programs: the Home Repair program that works with existing homeowners in target neighborhoods to provide much-needed exterior repairs; the Renovation program that remolds existing homes and condos to provide new home ownership opportunities throughout the Denver Metro area; and the CAPABLE program, an Aging in Place program providing interior and exterior home modifications for seniors in our community through a partnership with a healthcare non-profit. The ability to work effectively with a diverse group of individuals is required.

The following reflects the organization’s definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

**CORE RESPONSIBILITIES:**

**Leadership**
- Acts as an on-site ambassador for the mission of Habitat Metro Denver by demonstrating the core values of integrity, respect, teamwork and continuous improvement.
- Supervises and trains any volunteers on the worksite and ensures that they have a consistently positive experience.
- Under the direction of a Project Manager, successfully utilizes AmeriCorps members and volunteers as crew leaders.
- Works in partnership with the homeowners to ensure a meaningful jobsite experience.
- Takes charge of their construction project and oversees all activities on site from demolition, repair, clean-up, and job completion sign-off.
- Be a part of the home preservation process to improve timeliness, quality and safety.

**Safety**
- Effectively communicates to volunteers and contractors that safety is the first priority on the construction site.
- Ensures that all safety policies and procedures established by the affiliate are adhered to at all times, by everyone on our job sites.

**Construction**
- Manages each construction project to ensure completion in accordance with the schedule as set by the Project Manager.
- Provides sensitive care and communication to homeowners throughout each project, ensuring their safety and comfort throughout.
- Effectively communicates with vendors and the Production Warehouse to coordinate the delivery of tools and supplies to the worksite.
- Coordinates subcontractors and manages their activities on site.
• Coordinates building inspections.
• Coordinates with the design team within the organization for larger projects.
• Communicate and collaborate with partner organizations to provide quality service to Partner Families
• Maintains a clean and organized workspace, minimizing disruption to homeowners and neighbors.

KNOWLEDGE, SKILLS, & ABILITIES:
• Knowledge of residential construction and ability to relay that information to volunteers of varying skill sets
• Fluency in Spanish is highly desirable; conversational Spanish a plus
• Ability to read residential blueprints
• Proven ability to work in a fast pace, constantly evolving environment
• Ability to solve problems creatively and efficiently to maintain forward progress on complicated projects
• Proven proficiency in peer management and dissemination of pertinent information
• Ability to flex communication style when necessary to communicate clearly and professionally with diverse audiences of homeowners, volunteers, contractors, suppliers, and coworkers
• Collaborative work style

EXPERIENCE
• Minimum two years of direct on-site residential construction experience required
• Experience on home remodeling desired
• Aging-in-place work experience preferred
• Infrastructure and warranty-related experience a plus
• Organized construction training and education to complement experience a plus
• Experience teaching in any capacity a plus
• Experience working with low-income and/or older adult populations desired
• Habitat for Humanity or other similar experience preferred

WORK ENVIRONMENT AND CONDITIONS, PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:
• Ability to adequately traverse a residential construction job site (i.e. climbing, lifting, carrying a minimum of 50 lbs., and other similar activities as required)
• Ability to safely use residential construction power tools
• Ability to safely operate a construction vehicle (pickup truck or similar)
• A current Motor Vehicle Report is required
• Ability to work in exterior environment during a variety of weather conditions
• Proof of COVID-19 vaccination is required for employment

COMPENSATION AND BENEFITS:

Salary range is $55,400 - $75,400. Compensation will be commensurate based on experience.

OPTION: Assistant Construction Supervisor – Home Preservation: Sometimes we find that a candidate may still be developing the skills and experience to fully meet the role and responsibilities of the
Construction Supervisor position but shares our vision of a world where everyone has a decent place to live. In that situation, we may want to review their skillset further and explore the possibility of a candidate joining our team as an Assistant Construction Supervisor. The hourly range for this position is $18.00 - $21.60. Compensation will be commensurate based on applicable experience.

Benefits available include medical, dental and vision insurance options; 401k savings match; Paid Time Off for vacation, sick, holidays, floating holidays; Healthy Families Workplace Act (HFWA) Leave; Parental Leave; and paid time to volunteer.

Please send resume and cover letter to HRRecruiting@habitatmetrodenver.org for consideration.

Habitat for Humanity of Metro Denver is pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin. Habitat for Humanity of Metro Denver upholds and abides by all Federal Fair Housing and Lending standards.