



## **Construction Supervisor**

*If interested, please email your resume to [Doug.Wright@MorrisHabitat.org](mailto:Doug.Wright@MorrisHabitat.org)*

*Morris Habitat for Humanity is a non-profit organization and an affiliate of Habitat for Humanity International that brings people together to build homes, communities, and hope. Our organization serves populations in 68 municipalities spanning across Morris, Middlesex and parts of Union and Somerset Counties.*

The **Construction Supervisor** position is a **full-time** position supervises the construction activities that take place on the work site on any given workday and is involved in the supervision of volunteers and family partners. All work crews and individuals on site take their direction from the Construction Supervisor, who is responsible for knowing what work must be done and applying volunteer resources to accomplish that work.

This role **reports to the Project Manager** and is based out of Morris Habitat for Humanity's headquarters in **Randolph, New Jersey**.

### **Responsibilities & Duties:**

- Organize work crews for maximum efficiency of workers and material.
- Teach and demonstrate the techniques of house construction as assigned.
- Teach tool use and safety; responsible for tools assigned on a daily basis.
- Maintain safe working conditions.
- Maintain good group relations during construction.
- Keep records of labor exchange.
- Engage in production work on the houses when it does not interfere with instruction or supervisory duties.
- Perform other duties as required by the manager.

### **Education and Experience:**

- No specific level of education or experience is required.
- Construction experience is a must.
  - The Construction Supervisor should have a working knowledge of most aspects of residential construction and have the confidence in that knowledge to effectively lead the Construction Supervisor Job Description.

### **Skills and Qualifications:**

- Understand Habitat for Humanity:
  - Site Supervisors are one of the most visible ambassadors for HFH, and as a result, they will be asked Habitat-related questions from volunteers, public officials, and even the news media. Therefore, each Site Supervisor should know enough about HFH to field

at least the basic questions. A Site Supervisor new to HFH can learn about the ministry by reading basic HFH background information, attending Committee and/or Board meetings, and most importantly participating with and asking questions of more experienced people.

- People Skills:
  - A Site Supervisor must be always patient and kind, should maintain an air of confident enthusiasm about the work being done, and should strive to make the work experience enjoyable and rewarding for each and every volunteer. Construction Supervisors shall not become angry or upset on site, shall not get into arguments, and shall never use profanity on site. Construction Supervisors shall not berate or belittle any volunteer or the efforts of any volunteer.
- Act in a Supervisory Role:
  - The role of the Construction Supervisor is to supervise the work at hand, and not necessarily to do the work. If a small number of volunteers are present at the work site, the Construction Supervisor may be able to participate in the actual work. As the number of volunteers on site increases, it becomes increasingly important for the Construction Supervisor to back away from the actual work and focus on the supervisory role. It has been said that “A Construction Supervisor with a tool in their hand is either training someone, or has no control of the site.”
- Additional Requirements:
  - Must have general building skills.
  - The ability and patience to teach others.
  - The ability to speak Spanish is desirable.
  - Must be willing and able to admit skill areas which require increased knowledge or proficiency, and at the same time seek assistance in these areas from the manager.
  - Must have reliable transportation to job sites in various locations.
  - A valid New Jersey Driver's License and current automotive liability insurance are required.

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