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*Office: 406-388-8225*

*ReStore 406-388-2851 Fax 406-388-8226*

***Habitat for Humanity of Gallatin Valley, Inc.***

***Building Houses… Building Homes…Building Hope…Building Strong Communities***

**Position Description**

**Title:** On-site Construction Supervisor

**Reports to:** Executive Director

**Job summary:**

Provide on-site supervision of construction of homes according to the plans, drawings, and local codes as required by the community in which we are building and as approved by the Board of Directors. Provide guidance and instruction to volunteers, church groups, business groups, and any other group(s) that volunteer in the construction of the home so that their work meets our standards of quality workmanship.

Full responsibility for all contractors to see that they fulfill their contractual obligations to the standards as stated in their accepted bid, to our standards, and are in compliance of local codes. To see that all errors or omissions are corrected prior to releasing final payment to the contractor by notifying the Executive Director that the contractor has fulfilled his obligations to our standards and expectations and are compliant with their bid.

Develop projected costs/budget on all building projects, work with the ReStore staff and other Construction Supervisors to maximize the use of donated building material, supplies, cabinets, equipment, tools etc. for use on all construction projects. Implement construction plans according to projected budget keeping Executive Director informed of all costs, bids, and changes to approved plans.

Keep the Executive Director informed of performance or lack thereof of the contractor and to keep him/her appraised of the progress on the construction of the house so that all outside contractors can be scheduled accordingly. All contract work should be done during our normal construction hours and days of operation.

**Qualifications:**

Education/Experience

1. License building contractor with a minimum of two years-experience in building residential homes and budgeting

2. Completion of a four-year apprenticeship program as a carpenter **or** two years-experience in residential home construction

3. Associate degree or vocational/technical degree or advance education beyond high school

4. Must be able to:

* + Demonstrate ability to adhere to standard construction practices
  + Demonstrate ability to handle construction equipment and knowledge of safety procedures and practices according to OSHA standards
  + Ability to operate a computer, able to communicate through e-mail with the Executive Director, volunteers, and coworkers
  + Ability to communicate orally and in writing; provide instructions to unskilled volunteer workers
  + Ability to communicate skillfully with Habitat for Humanity partner families, board members, vendors, and others involved with Habitat for Humanity of Gallatin Valley, Inc.
  + Demonstrated ability to work with small and large groups during the construction process
  + Demonstrate ability to be able to talk to groups of people about the work of Habitat for Humanity of Gallatin Valley and our programs
  + Obtain Certified Red Cross First Aid training and adult cardiopulmonary resuscitation (CPR)
  + Possess a vehicle such as pickup or other type of vehicle used for construction and a valid Montana driver’s license

**Job knowledge:**

You must be able to meet standards of government building codes, read and understand building plans, blueprints, and be able to supervise volunteer work crews, coordinate subcontractors and suppliers, and bring projects to completion on time and within budget. You must be aware of guidelines for construction provided by Habitat for Humanity International and those of Habitat for Humanity of Gallatin Valley, Inc.

**Physical requirements**

Must be in good physical, and mental health, and be able to lift objects in excess of 75 pounds. Must be able to demonstrate the ability to work and move around on a construction site including climbing ladders and working from heights safely.

**Working conditions**

Working conditions will be at various construction sites many of which will be outdoors. Working conditions: including inclement weather, lifting heavy objects and hazardous conditions including heights normal to the construction of residential housing.

**Hours**

Normal hours are Tuesday through Saturday 8 a.m. to 4 p.m. Hours can fluctuate due to weather conditions, volunteer groups and the building cycle. On occasions you will be required to work Monday through Friday to address the needs of volunteer groups coming to work on the job site. All overtime must be approved prior to it being incurred by the Executive Director.

**Personnel policies and practices**

This position is a full-time position and falls within the Personnel Policies of Habitat for Humanity of Gallatin Valley, Inc. Because this is a full-time position you will be required to sign off on the current Personnel Manual and be familiar with the benefits, limitations and restrictions that are part of this organization’s operating practices.

**Major Responsibilities**

1. Establish budgets and see that bids are obtained and implemented according to plans approved by Board of Directors or the Executive Director
2. Make wise use of donated material, cabinets, supplies and keep the standard of “…as new or as good as new…” for all material used in our construction projects
3. Provide supervision at the job site and at any ongoing construction projects being performed for Habitat for Humanity of Gallatin Valley, Inc.
4. Schedule daily work for scheduled work crews and volunteers
5. Provide supervision and training to work crews as necessary
6. Provide a safe work environment that complies with OSHA safety and health administration requirements
7. Provide Safety training to and for volunteers working on HfHGV projects
8. Maintain a daily log for volunteers – including seeing that all waiver forms, e-mail addresses and phone numbers are kept up to date
9. Identify potential crew leaders (in our system) to assist and provide training as needed to groups, such as Women Build, business work groups or special events
10. Protect site materials and tools from theft, vandalism and weather damage. All unfinished building materials, tools, equipment must be protected.
11. Return unused materials to construction trailers
12. Other duties as required

**Please send cover letter and resume to** [**jdavid@habitatbozeman.org**](mailto:jdavid@habitatbozeman.org)