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| **POSITION TITLE** | Building Project Supervisor | **DATE APPROVED** |  |
| **LOCATION** | Fremont, Nebraska | | |
| **JOB FAMILY** | Manager | **SALARY** | $20 hourly  20-30 hours/week |



***Seeking to put God’s love into action, Fremont Area Habitat for Humanity brings people together to build homes, communities and hope.***

Fremont Area Habitat for Humanity builds strength, stability, self-reliance and shelter. We believe everyone deserves a decent place to live.

Fremont Area Habitat for Humanity is a local affiliate of Habitat for Humanity International, locally governed by a board of directors.

**Accountability:** This position reports to the Executive Director or Operations Manager.

**POSITION SUMMARY**

The Building Project Coordinator manages, coordinates and completes assigned projects including Habitat Home Construction and Home Repair program; material and tool storage and maintenance; disaster relief, recovery and repair preparation; and supports Construction Site Supervisor as needed on and off the build sites. Works within budget and while understanding and supporting the vision of Fremont Area Habitat for Humanity. This position works closely with Construction Site Supervisor, Operations & Communications Manager, and Program Manager.

**TIME COMMITMENT**

This position is part-time up to 30 hours per week. Hours are generally Tuesday through Saturday. Occasional additional time may be required, to accomplish deadlines, accommodate volunteers and donors, or as requested by supervisor.

**ESSENTIAL DUTIES**

1. Supports Construction Site Supervisor with coordination, scheduling and management of new construction projects to ensure timely completion and within budget. Works closely with subcontractors. Orders materials as needed.
2. Repair Program – complete assessments and determine scope of work; obtain bids, complete repairs within budget working with contractors or volunteers; maintain accurate records to comply with grant requirements.
3. Assist Construction Site Supervisor with maintaining tools, supplies and materials.
4. Develop and maintain solid working relationships with appropriate building inspectors and contractors; maintain an excellent working knowledge of standard codes and construction techniques.
5. Work with county/city building department to ensure that all repairs and/or rebuilds are conducted in accordance with local building codes. Make sure applications for permits are filed in a timely manner, and inspections scheduled as needed and ensure subs are getting required permits and inspections.
6. Accountable for the overall safety and security of job sites ensuring that volunteers are trained in proper use of equipment, tools and safe construction practices monitoring for compliance of safety practices. In addition, maintaining order, safety requirements, and upkeep of tools and warehouse.
7. Supervising volunteers as needed
8. Responsible for managing program software (currently Monday.com) and training staff and subs in its use.
9. Assist with care of lots in inventory.
10. Disaster Recovery preparation, to be updated if needed.

This job description should not be interpreted as an all-inclusive list. It is intended to identify the essential duties and requirements of the position. Employee will follow other instructions, and perform other related duties, as may be required by his/her supervisor.

**SUPERVISORY RESPONSIBILITIES**

**DIRECTLY REPORTING**  
Sub-contractors, Volunteers on the job site

**TYPE OF SUPERVISORY RESPONSIBILITIES**  
Safety and training of volunteers.

This position will serve as a role model for staff and act in a people-centered, service excellence-focused, and results-oriented manner.

**PHYSICAL AND WORK ENVIRONMENT REQUIREMENTS**

Must be capable of performing the above essential duties in an office environment to include: using a computer, answering phones, etc. Occasionally lifts 50 pounds. Work will be both indoor and outdoor.

• Must have good manual dexterity skills, including visual acuity, ability to grasp and handle objects.

• Requires extensive standing and walking with periodic sitting working in all types of weather conditions.

• May require activity for many hours performing physical labor and lifting various objects.

• Requires use of a wide variety of construction equipment including hand tools and a variety of power tools.

• Needs ability to communicate effectively through reading, writing, and speaking in person or on telephone.

**MINIMUM QUALIFICATIONS**  
Knowledge of residential construction and repairs including carpentry, foundations, plumbing, electrical, flooring, drywall, cabinetry, AC/heating, painting, finishing, and landscaping as well as having the ability to read and interpret standard residential construction blueprints and specifications. Basic math aptitude to calculate building measurements, quantities etc.

Bachelor’s or Associate’s Degree in construction-related program and/or equivalent experience.

Progressive experience in organizing and managing projects with the ability to apply repair knowledge to scheduling, coordinating, delegating, and participating in general repair work activities.

Proven ability to work independently and manage multiple projects and activities simultaneously. Must possess independent decision-making abilities, as well as, considerable judgment and initiative to determine the approach or action to take in non-routine situations. Demonstrate planning and organizational skills, including the ability to anticipate tasks, set priorities, meet deadlines, and function smoothly under strict deadlines and shifting priorities

Must have excellent oral and interpersonal communication skills, to effectively communicate and interact with general public and volunteers. Ability to lead, manage, supervise and motivate individuals and teams of volunteers. Ability to communicate effectively through reading, writing, and in person or on telephone.

Must be willing to undergo background check and drug screening; must have valid driver’s license and acceptable driving record. Must be comfortable driving trucks, towing trailers and handling heavy machinery, tools and equipment.

Must complete Competent Person Safety Training with 30 days of employment.

Basic computer skills, including Microsoft office, email, internet and construction management software.

**Background Checks**: Position may require background checks to be completed. Findings may disqualify an individual for this position.

*Fremont Area Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*

I understand my job duties and agree to perform them to the best of my ability.

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Name/Signature Date