



**Position Title:** Construction Supervisor  
**Reports To:** Executive Director

## **Job Summary**

The Construction Manager is a contracted position that oversees all aspects of building Habitat homes from site preparation to final inspection. This role ensures projects meet quality, safety, and schedule goals while leading staff, volunteers, and subcontractors to deliver safe, affordable housing for partner families.

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## **Key Responsibilities**

### **Construction Management**

- Manage all phases of home builds and repairs to meet code and quality standards.
- Schedule inspections, coordinate materials, and oversee subcontractors and volunteers.
- Maintain clean, safe worksites and ensure tools are in good condition.
- Track timelines, budgets, and materials; ensure projects finish on schedule.
- Conduct final walk-throughs and handle warranty work within one year of completion.

### **Volunteer & Crew Coordination**

- Lead and train volunteers in safety and construction practices.
- Build strong relationships with Hammers, volunteers and subcontractors.
- Assign daily tasks and ensure effective, positive worksite communication.

### **Homeowner Partnership**

- Guide future homeowners through the building and inspection process.

- Attend home dedication ceremonies as time allows

### **Administrative & Collaborative Duties**

- Maintain all project records, permits
  - Maintain Competent Person Certification/First Aid training
  - When able attend Habitat events.
  - Collaborate with team members to advance Habitat's mission.
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### **Qualifications**

- Commitment to Habitat for Humanity's mission and values.
  - 5+ years of construction management experience
  - Knowledge of building codes, safety standards, and construction best practices.
  - Strong leadership, organization, and communication skills.
  - Ability to work with and motivate volunteers.
  - Valid driver's license required.
  - Physically able to perform construction tasks (lift up to 50 lbs., climb, bend, work outdoors).
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### **Seasonal work - Contracted**

#### **Work Environment:**

Includes a mix of indoor and outdoor work in varying weather conditions, with flexible hours depending on project needs.

**To apply contact or send resume to Liz Qua - [lqua@boonehabitat.org](mailto:lqua@boonehabitat.org)**