



Position Title: Construction Supervisor

Reports To: Executive Director

Job Summary

Habitat for Humanity of Boone County has been pursuing its mission of bringing people together to build homes since 1984. Our vision is to create a world where everyone has a decent place to live. This year, we have proudly built 80 homes in Boone County, helping over 200 hardworking adults and children achieve housing stability. That is where you come in. When teams of volunteers come to a build site, they build something much greater than they could ever build on their own. Together with you, we can continue to work together, as a team, to build homes, community, and hope.

The Construction Manager is a full-time 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.

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.
- Actively participate in construction where needed.

Homeowner Partnership

- Guide future homeowners through the build 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.

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).
- Habitat Experience preferred

Work Environment:

Combination of outdoor and indoor work, often in varying weather conditions. Flexible hours based on project needs.

Salaried position – 40 hours per week