



POSITION DESCRIPTION
[Habitat Metro Denver Careers](#)

Title: Construction Supervisor – Home Preservation	Employment Status: Full-Time; Tuesday - Saturday
Department: Real Estate Development	FLSA Status: Exempt
Reports to: Superintendent	Supervises: Volunteers, AmeriCorps members, Contractors, Future Homeowners

Nov 2023

Purpose Driven Team – Hands-on, Engaging, & Active Position - Work / Life Balance - Supportive Culture

Who You Are:

You’re someone who people can rely on and you’re always there when they need a helping hand. You like variety in your work, being in a social environment, and embracing unique challenges every day. You love working with your hands and stepping back to admire a job well done. You’re looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. People often comment on how you are organized, a great mentor, and lead by example. You know in your heart it’s time to find an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

Who We Are:

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to bring people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all. To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. Habitat Metro Denver is also an advocate for policies that create and preserve affordable housing. We work in neighborhoods across five counties in Metro Denver to not only build, renovate and sell new homes, but also to do critical home repairs to help families stay in their homes longer. Throughout our 43-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

How We Succeed Together:

Habitat Metro Denver’s **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.



Solid Foundations - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

Innovative Design - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

Open Doors - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

Clear Windows - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

Supportive Structures - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

GENERAL DESCRIPTION:

The Construction Supervisor of Home Preservation is responsible for overseeing renovation and home repair construction projects. This role will be leading crews of various ages and skill sets, while overseeing the details of the construction project: coordinating material deliveries, subcontractors, managing a build schedule, daily training of skills and safety. The Construction Supervisor will be responsible for the mentoring/direct supervision of AmeriCorps members, volunteers, future Habitat homeowners, city inspectors, and subcontractors. The ability to work effectively with a diverse group of individuals is required.

The following reflects the organization's definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

CORE RESPONSIBILITIES:

Leadership

- Act as an on-site ambassador for Habitat Metro Denver and demonstrate energy and passion for Habitat's mission and Cultural Blueprint values in all aspects of the position.
- Under the direction of a Project Manager, mentor & lead AmeriCorps members and volunteers as crew leaders.
- Supervise and train volunteers and staff in construction skills and ensure that they have a consistently positive experience.
- Be responsible for the construction project and oversee all activities on site, relevant to the scope of work.
- Keep homeowners informed on jobsite scope, activities, and responsibilities.
- Take initiative in implementing tasks within Home Preservation programs and/or other affiliate activities as applicable.

Safety

- Effectively communicate to volunteers and contractors that safety is the top priority on the construction site.
- Ensure that all safety policies and procedures established by the affiliate are adhered to at all times.

Construction

- Manage each construction project to ensure completion in accordance with the schedule and budget as approved by the Project Manager.
- Effectively communicate with vendors and the Production Warehouse to coordinate the timely delivery of tools and supplies to the worksite.
- Coordinate building inspections.
- Maintain a clean and organized workspace, minimizing disruption to homeowners and neighbors.

KNOWLEDGE, SKILLS, & ABILITIES:

- Learn and conduct the overall construction process from assessment through budget/scheduling and to successful completion.
- Outstanding communication and interpersonal skills: ability to communicate clearly and professionally with diverse audiences of volunteers, contractors, suppliers, and coworkers.

- Fluency in English & Spanish is highly desirable.
- Properly maintain company vehicle if assigned.
- Keep accounting (coding) up to date and accurate.
- Functional ability to read residential architectural drawings is a plus.
- Proficient with Microsoft Office, MS Teams, and ability to learn as needs of the job and available technology evolves.
- Ability to solicit bids from sub-contractors with Project Manager support.
- Proven ability to prioritize tasks and coordinate volunteers/AmeriCorps/Crew Leaders to achieve scheduled goals.
- Ability to solve problems creatively and efficiently to maintain forward progress on complicated projects.
- Basic understanding of warranty issues and able to resolve efficiently with guidance.

EXPERIENCE

- A minimum of 1 year (2 years preferred) of direct on-site residential construction experience is required.
- Organized construction training and education to complement experience would be helpful in this role.
- Experience teaching in any capacity a plus.
- Habitat for Humanity or other similar experience is preferred but not required.

WORK ENVIRONMENT AND CONDITIONS, PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to adequately traverse a residential construction job site (i.e., climbing, lifting, carrying a minimum of 50 lbs., and other similar activities as required).
- Ability to safely use residential construction power tools.
- Ability to safely operate a construction vehicle (pickup truck or similar).
- A valid driver's license and ability to be insured under the company's insurance policy is a prerequisite. A Motor Vehicle Report (MVR) will be run for insurance purposes.
- Ability to work in an outdoor environment during a variety of weather conditions.
- Proof of COVID-19 vaccination is currently NOT required for employment.

The Starting Salary Range is \$55,400 - \$65,400 with consideration given for applicable education or experience above the minimum requirements.

Benefits available include medical, dental and vision insurance options; 401k savings match; Paid Time Off for vacation, sick, holidays, floating holidays; Healthy Families Workplace Act (HFWA) Leave; Parental Leave; and paid time to volunteer.

Please send resume or work history to HRRecruiting@habitatmetrodenver.org for consideration.



At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.