POSITION DESCRIPTION
www.habitatmetrodenver.org

Title: Construction Supervisor – New Construction	**Employment Status:** Full-Time; Tuesday - Saturday
Department: Real Estate Development	**FLSA Status:** Determined by the starting salary based on applicable state minimum for exempt status.
Reports to: Superintendent	**Supervises:** Volunteers, AmeriCorps members, Contractors, Future Homeowners

JAN 2025

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 44-year history, Habitat Metro Denver has served more than 2,500 households and is one of the top ten largest producers 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:
This position is responsible for overseeing new construction projects that range from single to multi-family, including 1 and 2 story homes. The ability to work effectively with a diverse group of individuals is required. You will be responsible for the mentoring/direct supervision of AmeriCorps members, volunteers, future Habitat homeowners, city inspectors, and subcontractors. You will be leading crews of various ages and skill sets, while overseeing the details of your construction project: deciphering blueprints, meeting local building codes and passing inspections, coordinating material deliveries and subcontractors, managing a build schedule, etc.

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 Superintendent, mentor & lead AmeriCorps members and volunteers as crew leaders.
- Supervise and trains volunteers and homeowners in construction skills on the worksite to ensure that they have a consistently positive experience.
- Take charge of a construction project and oversee all activities on site from framing the subfloor system through acquiring a Certificate of Occupancy.

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 as set by the Superintendent.
- Effectively communicate with vendors and the Production Warehouse to coordinate the delivery of tools and supplies to the worksite.
- Coordinate subcontractors and manage their activities on site.
- Coordinate building inspections.
- Coordinate with the design team.
- Maintain a clean and organized workspace, minimizing disruption to homeowners and neighbors.

KNOWLEDGE, SKILLS, & ABILITIES:
- Fluency in Spanish is highly desirable; conversational Spanish is a plus.
- Outstanding communication and interpersonal skills: ability to communicate clearly and professionally with diverse audiences of volunteers, contractors, suppliers, and coworkers.
- Functional ability to read residential architectural drawings.
- Functional knowledge of building codes and all inspections.

- Proven ability to prioritize tasks and coordinate novice volunteers/AmeriCorps/Core Crew Leaders to achieve scheduled goals.
- Ability to solve problems creatively and efficiently to maintain forward progress on complicated projects.
- Proficient with Microsoft Office, MS Teams, and ability to learn as needs of the job and available technology evolves.
- Proven proficiency in peer management and dissemination of pertinent information.
- Basic understanding of warranty issues and able to address with guidance.

EXPERIENCE

- A minimum of 1 year (2 years preferred) of direct on-site residential construction experience is required.
- Experience on large multi-family projects preferred.
- Infrastructure and warranty-related experience a plus.
- Organized construction training and education to complement experience is preferred.
- 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.

The starting annual compensation range is $55,400 - $65,400 for Construction Supervisor. New hires are typically brought into the organization between the minimum to midpoint of the salary range posted depending on qualifications, internal equity and the budgeted amount for the role. FLSA Status will be determined by the starting compensation based on applicable state minimum for exempt status.

Benefits available include medical, dental and vision insurance options; 401k with employer match; Paid time off for vacation, sick, holidays, floating holidays; short and long-term disability; Healthy Families and Workplaces Act (HFWA) Leave; Paid Family and Medical Leave (PFML); and paid time to volunteer.

OPTION: Assistant Construction Supervisor: *Sometimes we find that a candidate may still be developing the skills and experience to fully meet the role and responsibilities of the Construction Supervisor position but shares our vision of a world where everyone has a decent place to live. In that situation, we may want to review their skillset further and explore the possibility of a candidate joining our team as an Assistant Construction Supervisor. The hourly starting range for this position is $18.81 - $19.80. Compensation will be commensurate based on applicable experience.*

EQUAL HOUSING OPPORTUNITY

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.