

**Habitat for Humanity of Iowa
Construction Site Supervisor Job Description**

Job Title: Mobile Response Team (MRT) Construction Site Supervisor

Summary: This position is responsible for overseeing day-to-day field operations of the Mobile Response Team. The team's primary focus is disaster response, with a secondary focus on developing affordable housing across Iowa. The team consists of 5-10 AmeriCorps members, a MRT Coordinator, and MRT Construction staff. This position will include disaster response efforts and assisting Iowa Habitat for Humanity affiliates with construction projects. (i.e. critical/emergency repairs, rehabilitations, and new construction)

Time Commitment: This is a full time, salaried position that will include occasional evening and weekends. When responding to disasters on deployment, extended hours will be expected.

Direct Supervisor: Lisa Houser, Executive Director, Habitat for Humanity of Iowa

Location: This position is expected to work anywhere in Iowa and occasionally out of state. The office location will be in Cedar Rapids. Travel is expected, mostly in state but could include disaster response outside of Iowa. While traveling, modest accommodations will be provided at camps, churches, hotels, or other locations that include access to a kitchen and shower facilities. It is estimated this position will spend 50% of time in/around Cedar Rapids and 50% of the time traveling.

Qualifications: Applicants must have 2 years of experience in residential construction; proficient in managing a range of different types of projects from home repairs to new construction. Experience with disaster response is preferred, but not required. Disaster response training will be provided. Applicant must be able to lead a group of unskilled individuals on the construction site, displaying tolerance and teaching correct construction methods, while ensuring the project maintains the highest quality. Applicant must have strong interpersonal skills, with demonstrated ability to manage personnel. Applicants must have a valid driver's license (or ability to obtain) and an acceptable driving record. Applicant must have the ability to successfully pass a criminal history background check, including sex offender registry, state of residence and FBI.

Duties may include standing, walking, working evenings and weekends, exposure to heat, wind, rain, and snow; ability to climb ladders, residential construction skills, driving trucks, pulling trailers and operating construction equipment, ability to lift to 75 lbs., willingness to regularly travel for disaster response or projects across the state.

Highly preferred - previous experience with Habitat and/or AmeriCorps, residential contracting license, Lead Certification and technical/vocational education.

Responsibilities:

1. Be an advocate for Habitat's mission of decent, affordable housing. Act as a liaison for Habitat Humanity of Iowa in the communities being served.
2. Lead volunteers and AmeriCorps members on construction and/or disaster sites. Ensure a meaningful and safe volunteer and/or AmeriCorps experience on all Habitat sites:
 - o Consider project needs when scheduling volunteers and AmeriCorps at assigned construction projects and ensuring each project offers a meaningful experience volunteer experience.
 - o Oversee volunteer site management to ensure all volunteers have completed appropriate waivers and training on tools has been completed.
 - o Lead daily site safety talk including sharing Habitat's mission and explaining daily tasks. Monitor job sites to ensure volunteers and AmeriCorps are following Habitat Competent Person Safety.
3. Responsible for supervision, oversight and development of assigned AmeriCorps members serving on the Mobile Response team, working closely with the AmeriCorps Program Director and MRT Coordinator.
4. Has title of Safety Manger and is responsible for ensuring the organization follows all safety policies.
5. Be an expert in disaster risk reduction and response (DR3) methods. Provide training and technical assistance to affiliates on construction and disaster related topics. Be willing to learn new methods and stay up-to-date on related techniques. Attend appropriate trainings and obtain certifications applicable for the job (ex: Lead Certification, OSHA Competent Person Training)

6. Participate in the DR3 Committee with the MRT Coordinator (Committee Chair). Will work closely with the MRT Coordinator to create and provide DR3 trainings for disaster crew leaders and AmeriCorps members. Will work to carry out the goals and objectives of the DR3 committee, with prior approval from the Executive Director.
7. Participate in other disaster focused committees within the state and country, as assigned by the Executive Director.
8. Will deploy with MRT to areas around the state and possibly other parts of the country.
9. Provide construction management support to affiliates. Be prepared to manage all aspects of the construction project, if needed. Supporting/assisting affiliates in this role may include, but are not limited to:
 - Conduct home assessments to identify project work (within allowable budget), order or coordinate building supplies needed, and volunteer needs.
 - Develop a scope of work for each project. Develop a project work write up detailing the work line items. Develop a written cost estimate. Prepare a material list. Establish a system to program funding sources for each project including contingencies.
 - Reviews plans, specifications, and construction documents to properly plan the construction process. Emphasis shall be put on safety, quality, and schedule.
 - Order materials as needed per project and arrange for delivery following procedures for the funding source.
 - Review project specifications with the homeowner, estimated timeline, volunteer approach, homeowner expectations during the work and receive written approval and all appropriate homeowner agreements. Establish a system to communicate project problems or changes to the homeowner.
 - Obtain proper documentation for project funding source, follow all asbestos, mold and lead procedures, obtain appropriate permits from the City and other sources.
 - Coordinate to ensure the right amount of material, volunteers, AmeriCorps Members, Disaster Crew Leaders, contractors and subcontractors on the job site at all times.
 - Coordinate tool and material ordering and delivery so that sites are prepared to operate each day.
 - Hire and oversee the work of subcontractors on the projects.
 - Ensure all work is completed within identified timeline.
10. Ensure quality: Supervise construction and quality control at the job sites.
11. Work closely with the MTR Coordinator (or assigned Affiliate) to maintain vehicles, tools, and equipment: Ensure that equipment and supplies are stored, maintained, tracked, and inventoried in a way that protects and preserves them.
12. Closely monitor activities and look for continuous improvement. Provide solutions to problems.
13. Maintain accurate construction files – including receipts, material expenses, labor expenses, completion dates working closely with the MRT Coordinator, the Finance & Operations Manager, and/or Affiliate Staff.
14. Provide reports on the status of projects, budgets, completion and problems than are encountered.
15. All other duties assigned.

Salary Range: \$38,000 and up, based on experience. **Benefits:** Generous paid time off, \$400 per month benefits allowance, 3% match in an IRA

To apply: Email resume to info@iowahabitat.org, Attention: Lisa Houser, Executive Director of Habitat for Humanity of Iowa Resumes will be accepted until the position is filled.

Habitat for Humanity of Iowa provides a fair and equal employment opportunity for all applicants regardless of race, color, religious creed, national origin, ancestry, age, gender, pregnancy, sexual orientation, gender identity, marital status, familial status, disability or genetic information, in compliance with applicant federal, state, and local law.