

Position Description

Title: Construction Site Manager

Responsible To: Executive Director and Construction Supervisor

Communication With: Executive Director and Community Relations Director

Supervise: AmeriCorps Construction Crew Leaders

1. Supervise construction activity on a Habitat worksite.
2. Make contact with the Construction Supervisor one day a week prior to workday to find out what job site will be worked at and what specific tasks need to be accomplished. During this meeting be prepared to review tasks for the work-day and request specific materials and equipment you would like to have available. Also, ascertain necessary keys to access the project. On this day you may be asked to pick up materials.
4. Be on site 1/2 hour before volunteers are to arrive to familiarize yourself with the project. Prepare materials and equipment to ensure a prepared workday/evening.
5. Hold Morning Meeting with all volunteers prior to the start of the work day. Discuss safety and projects for the day and lead moment of silence.
6. Assign tool control individual who will monitor the sign in and sign out of tools.
7. Assign volunteers to specific tasks; provide them with tools and materials to complete the task. Deal tactfully with questions and concerns. Involve everyone and move them on to other tasks as they are completed.
8. Announce when clean-up time has come and supervise the clean-up of the site. Put away tools and materials, lock doors, shut off lights and water, protect from inclement weather. Account for all tools on the inventory list.
9. Notify the Construction Supervisor of the day's events.
10. Once a month Construction Committee meetings to update committee on progress of house.

Qualifications:

1. Sound understanding of Habitat philosophy.
2. Working knowledge of residential construction principles.
3. Willingness to do something good for the community with dedicated volunteers.
4. Patience to explain and teach various skills.
5. Ability to ask for help when problems occur.