



Organization: Goodhue County Habitat for Humanity, Inc. (GCHFH)

Position: Construction Project Supervisor – Part-time

Date: August 1, 2024

Mission: To put God’s love into action by bringing people together to build homes, build hope, and build community. The vision is a world where everyone has a decent place to live.

Position Description/Overview

The Construction Project Supervisor will support the mission of GCHFH by providing supervision for home construction, renovation, and repair projects for qualified Goodhue County residents in accordance with GCHFH’s guidelines, practices, policies, standards, and codes. This position reports to the Construction Manager.

Key Responsibilities

Program Management

- **Support and promote GCHFH’s Mission and Programs:** Engage with volunteers, project neighbors, suppliers and the public in a positive and informative manner.
- **Manage Processes:** Assist with overseeing and developing systems and practices to best address the needs of homeowners.
- **Financial Management:** Be mindful of cost control measures and practices.

Construction Supervision

- **Project Management:** Collaborate with the Construction Manager to review and improve house and project design parameters, construction schedules, and material orders. Ensure compliance with building codes and safety measures.
- **Site Supervision:** Supervise construction staff and volunteers on-site, ensuring proper and safe work.
- **Subcontractor Coordination:** Direct and monitor subcontractors, ensuring timely and safe completion of projects.
- **Regulatory Compliance:** Work with inspectors to ensure compliance with codes and expectations.
- **Documentation:** Assist with reporting and documentation needs for internal and regulatory purposes. Help maintain records and file reports as required by collaborating organizations, HFHI, and funding bodies.

Homeowner and Volunteer Interaction

- **Homeowner Relationships:** Understand and implement arrangements with homeowners, ensuring a positive experience through a person-centered, trauma-informed approach.

- **Volunteer Management:** Direct and train skilled and unskilled volunteers, ensuring safety and quality of work.
- **Confidentiality:** Maintain confidentiality of client, volunteer and GCHFH information.

Relationship Building

- **Collaborate:** Establish and build upon relationships with organizations and suppliers aligned with providing safe, secure, and accessible housing.
- **Staff Coordination:** Communicate regularly with staff to coordinate project needs and volunteer scheduling.

Administrative

- **Marketing and Promotion:** Routinely provide pictures, videos, and materials supporting Habitat's mission.
- **Training and Development:** Complete required training, including Competent Person, and participate in training and discussion groups provided by GCHFH, HFHMN and HFHI.
- **Reporting:** Complete and file reports as required with regulatory, funding and GCHFH.
- **Technology:** Learn, implement and promote use of technology for efficiency.

Desired Characteristics

- **Mission Alignment:** Knowledge and passion for Habitat for Humanity's mission.
- **Safety Commitment:** Strong commitment to safety practices.
- **Construction Expertise:** Background in residential home construction and repair.
- **People Skills:** Excellent interpersonal skills, empathetic with the ability to work with people of all ages, races, faiths, backgrounds, and skill levels.
- **Communication:** Strong listening and written and verbal communication skills, including group presentations.
- **Problem Solving:** Creative and flexible approach to problem-solving.
- **Leadership:** Effective leadership skills - positive-minded, results-oriented, team-focused, self-motivated, independent worker.
- **Adaptability:** Ability to adapt to a changing environment and work occasional evenings or weekends.
- **Technical Skills:** Strong computer skills and comfort with documentation and record-keeping.
- **Travel:** Ability to commute to various construction sites throughout Goodhue County and beyond. Valid driver's license required.
- **Background Check:** Able to pass a background check.
- **Smartphone:** Own and know how to operate a smartphone.

Location: Office in Red Wing, MN, with routine travel throughout Goodhue County.

Application: Interested candidates should submit their resume and cover letter to 614 Plum St. Red Wing, MN 55066 or email bobhawley@gchabitat.org. To learn more about what we do, visit our website at gchabitat.org.

