



Build Supervisor – Corner Brook Build (10 weeks)

Habitat for Humanity NL is seeking applications from interested individuals to fill the part time Build Supervisor position for its **2016-17 Project** in Corner Brook. The Project will consist of the continued construction of a residential duplex for occupancy by Habitat families.

Habitat for Humanity Newfoundland and Labrador operates a safe workplace and have clear rules for healthy and safe work behaviour. Safety is everyone's responsibility and is an integral part of what we do. The health, safety and wellbeing of our staff and volunteers is integral to the achievement of our strategic goals, and a core value of the Organization.

JOB SUMMARY: This is a temporary, part time contractual position (20 hours per week). The Build Supervisor is responsible for overall management of the on site construction operations of the planned residential build. The Build Supervisor makes sure that projects meet building and safety standards and that work is done in a timely fashion in conjunction with Project Manager – Builds. The Build Supervisor will guide and supervise build site volunteers on site.

The Build Supervisor reports to the Project Manager – Builds.

DUTIES:

- Provide hands on work and site leadership during construction and ensure homes are built in a timely fashion, and ensure materials, equipment and aids are procured and delivered in a timely manner.
- Control and manage purchase orders, packing and delivery slips, and submit to the Project Manager - Builds on a weekly basis.
- Monitor and maintain the construction schedule, prepare required documentation and updates to the Project manager – Builds.
- Identify any contract services when volunteers are not appropriate to the task for approval by Project Manager – Builds.
- Ensure that building codes and bylaws are adhered to, and that all permits are obtained.
- Provide supervision to volunteers on assigned projects.
- Provide first aid support to all on site, when required.
- Coordinate pick-up and delivery of supplies to site, when required.

- Ensure construction site is clean and clear of debris. This includes, but is not limited to, the overall work site and homes, tool shed, compound and volunteer shed.
- Attend local build committee meetings when required.
- Liaise with Volunteer Coordinator to determine need for volunteers to ensure that the site is adequately staffed with volunteers and appropriate meal requirements are met.
- Facilitate a positive, team-oriented environment in which all volunteers are given the opportunity to achieve their full potential.
- Resolve situations involving volunteers in consultation with the Volunteer Coordinator.
- Promoting the mission of Habitat NL within the Province

REQUIRED SKILLS:

- Have excellent communication skills.
- Experience in the supervision of volunteers and staff.
- Strong leadership, interpersonal and communication skills.
- Thorough knowledge, experience and understanding of new home construction.
- Strong knowledge of residential building code.
- Basic knowledge of Occupational Health & Safety guidelines and residential construction safety.
- Current First Aid certificate (preferred).
- Flexibility in working some evenings. Work week expected to run any day from Monday to Saturday during construction.

SALARY

- To commensurate with qualifications and experience

Please submit your resume by email or fax to:

Habitat for Humanity Newfoundland and Labrador
6 Robin Hood Bay Road
St. John's, NL
A1A 5V3
Email: contact@habitatnl.ca

Fax: 753-9380

Application closing date: January 13th, 2017