



**Helena Area Habitat for Humanity  
Mutual Self-Help  
Position Description**

**Date:** April 18, 2018  
**Job Title:** Construction Supervisor  
**FLSA:** Part-Time, Non-Exempt (24 hours/week with potential to move to FTE)  
**Location:** Helena, MT  
**Department:** Construction  
**Accountable to:** Construction Manager  
**Wage:** \$18 - \$20/ hour DOE

**WE ARE AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION  
EMPLOYER**

**SUMMARY OF WORK:** Assists Construction Manager in organizing and managing the construction of homes using the Mutual Self Help and Habitat for Humanity construction methods. Teaches, directs, and works with groups of families in the construction of their homes. Provides motivation and coaching to participants for an effective work environment. Teaches tool-use safety and maintains safe working conditions. Assists Construction Manager in preparing bid specs and reviewing bids. Assists Construction Supervisor with overseeing the work of subcontractors and the timely availability of materials. Maintains tool and equipment inventory. Maintains all necessary documentation in a timely manner.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position assists in coordinating all aspects of construction to ensure the efficiency of manpower and materials. Position maintains an accurate and timely construction schedule while ensuring that program deadlines are met. This position teaches unskilled participants in construction practices and in maintaining positive group dynamics. Requires the ability to effectively communicate with participants, volunteers, subcontractors, suppliers, building officials, agency employees and the USDA/RD staff.

**Personal Contacts:** Frequent contact with participants, subcontractors, director, volunteers, neighbors, government officials, media and other agency staff.

**Supervision Responsibility:** Directing groups of participants and volunteers. Directs subcontractors in tandem with the Construction Manager.

**Supervision Received:** Direct supervision from the Construction Manager.

**Essential Functions:** Position requires the ability to communicate orally and in writing with participants, volunteers, and fellow employees. Must have the ability to keep accurate and

timely records; must be able to travel and work in adverse weather conditions; work with and motivate groups of individuals and volunteers; operate and teach the use of power tools used in home construction; evaluate the work of the participants and volunteers. Must have a construction background including understanding specialized trades. Ability to work weekends and irregular hours as required.

### **JOB ACCOUNTABILITY AND PERFORMANCE:**

Assists with the bidding system, distributes bid packets to appropriate subcontractors as needed and accepts bids as required by following the bidding guidelines.

Assures that all of the homes are constructed according to certified plans, specifications and building codes in an efficient and expert manner so that all phases of each home pass all inspections.

Assists in developing a timely construction schedule. Follows and maintains established construction schedule.

Assists in scheduling subcontractors in accordance with the Construction Schedule and assures their work is done well and in a timely manner.

Schedules and participates in all inspections carries out by the USDA/RD and local building inspectors.

Teaches tool-use safety and maintains safe working conditions.

Trains unskilled workers in building skills.

Provides a daily safety briefing to families and volunteers.

Assists participants during the construction phase to encourage maximum participation. Helps resolve individual family and group-related problems, and provide input on labor-saving practices and record keeping systems.

Works closely with the Construction Manager and Self-Help program staff to ensure proper coding of purchase requisition and payment to vendors.

Understands and respects individuality of participant members and is able to provide frequent case management, motivation, and constructive feedback to insure participant group cohesiveness.

Maintains complete, accurate, and timely records as required. Maintains tool and equipment inventory. Responsible for proper maintenance and care of all construction tools and equipment.

Keeps all aspects of construction in compliance with all applicable regulations, standards, and codes.

Maintains strong lines of communication with all Mutual Self Help Housing personnel.

Represents EMAAH and maintains a professional working relationship with the general public. Maintains a fair, impartial, friendly and productive working relationship with staff, subcontractors, vendors and participants.

Performs other related duties as required.

### **JOB REQUIREMENTS:**

**Knowledge:** 3 – 5 years construction experience required. Must have knowledge of residential home construction. Knowledge of local building codes a plus. Must be able to learn USDA/RD's Section 523 and Section 502 programs and policies. Must have a residential construction background including but not limited to foundations, framing, roofing, plumbing, electrical, HVAC and finishing.

**Skills:** This position requires skills in all phases of residential construction, including methods, terminology, reading of blueprints, appropriate materials and applications of materials. Teaches tool-use safety and maintains safe working conditions. Position also requires strong interpersonal communication skills both orally and in writing; precise record keeping; working with and motivating groups of individuals.

**Abilities:** This position requires the ability to assist in organizing and overseeing one or more building sites from start to finish. Ability to teach building skills to unskilled workers and volunteers; follow procedures; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, director, participants, volunteers and neighbors; pay attention to detail and accuracy; patiently work with and understand the needs of individuals with varying socioeconomic levels; ease situations involving stress or conflict. Ability to manage 15-25 volunteers and Mutual Self-Help participants in construction tasks. Kindness, flexibility, and ability to speak publicly and communicate the mission of Mutual Self-Help and Habitat for Humanity to groups of volunteers.

**EDUCATION and/or EXPERIENCE:**The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School diploma or G.E.D.
- Additional training in construction techniques is preferred.
- Three years experience in residential construction.
- Experience in Self-Help Program desired.
- Coaching or volunteer management desired.
- Must possess a valid Montana driver's license.
- Must have reliable transportation.
- Must be insurable for driving.
- CPR/First Aid certification

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performances of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Meets program timelines.
- Knows and applies rules and regulations of program.
- Maintains confidentiality of sensitive information.
- Keep timely and accurate records.
- Deals tactfully and fairly with participants, volunteers, neighbors and other agency staff.
- Maintains effective working relationships and communications with participants, subcontractors, supervisor, volunteers, neighbors and other agency staff.
- Handles stressful situations in a calm and professional manner.
- Willingly observes irregular work hours.
- Demonstrates punctuality and reliability.
- Knowledge of local building codes.
- Ability to translate specifications to work orders to be used for bids.
- Demonstrates ability to make timely and competent decisions in stressful situations.
- Follow safety procedures in performance of duties.
- Is able to travel.
- Works well within team environments.

**TO APPLY:**

Send Resume and three references to Jacob Kuntz at [jacobk@helenahabitat.org](mailto:jacobk@helenahabitat.org).