



**Palouse Habitat for Humanity  
Construction Supervisor  
Job Description**

**Experienced in residential home construction and repair?  
Have a heart for mission-oriented work and public service?  
Apply to be Palouse Habitat for Humanity’s Construction Supervisor!**

**Palouse Habitat for Humanity’s Mission:** Seeking to put God’s love into action, Palouse Habitat for Humanity brings people together to build homes, community, and hope.

**Position Summary.** Oversee the Palouse Habitat Home Build and Home Repair programs, which offer affordable homes and exterior accessibility improvements (ramps, steps, handrails, etc.) built by community volunteers for existing low-income homeowners across Latah and Whitman County.

**Duties and Responsibilities:**

- 1) Promote the mission of Palouse Habitat for Humanity (PHFH).
  - a) Engage community volunteers meaningfully in each build project.
  - b) Teach volunteers and future homeowners the skills and safety needed to help build the home.
  - c) In conjunction with the Volunteer Coordinator and Homeowner Support Committee, engage the community in the Habitat program. Help the Habitat homeowner to complete their sweat equity hours.
  - d) Represent Habitat in the community and help to grow the organization. Assist the Development Committee to build strong relationships with individuals, the business sector and community partner organizations.
  
- 2) Oversee construction of all PHFH construction projects.
  - a) Create a positive, learning work environment for homeowners, volunteers, and staff.
  - b) Work with Site Selection Committee to identify suitable home build lots.
  - c) Vet home repair requests.
  - d) Design home repair projects and work with architect for home builds.
  - e) Procure construction materials through competitive bid process. Help secure donations of professional labor and in-kind materials.
  - f) Prepare materials list and plan timely ordering and delivery of materials and supplies.
  - g) Develop good working relationships with sub-contractors.
  - h) Oversee permitting and inspection process. Ensure Habitat projects are built to code.
  - i) Create schedules and annual budgets for construction program; plan for future build cycles.

- j) Ensure safety guidelines are followed on-site and that adequate training is provided to staff and volunteers. Must pass the Habitat for Humanity Competent Person Training.
- k) Work with partner families on call backs, warranty issues and maintenance advice.
- l) Manage build site recycling, material reuse and material storage.
- m) Maintain tools, equipment and vehicle inventory in good working order. Identify equipment needs and submit for consideration the annual budget.
- n) Coordinate with partner organizations to carry out programs.

4) Administrative Responsibilities:

- a) Send a weekly email with construction report and upcoming work schedule to key staff and volunteers.
- b) Submit monthly report to PHFH Board of Directors.
- c) Work closely and communicate with the Volunteer Coordinator to ensure adequate numbers of volunteers for each build day.
- d) Organize monthly construction committee meeting including Executive Director, Volunteer Coordinator and Homeowner support. Participate in PHFH staff and strategic planning meetings. Attend PHFH Board of Director meetings 2-3 times per year.
- e) Ensure paperwork and receipts are turned in on time.
- f) Support Habitat development team to help share the "Habitat story." Work with development and marketing team to secure build site photography, assist with newsletter updates, etc. Participate in PHFH fundraisers.
- g) Help draft annual budget.

**Required Skills and Characteristics:**

- 1) Experience in residential home construction and construction project management.
- 2) High standards of personal and professional integrity and accountability.
- 3) Able to read, interpret and implement architectural drawings and construction documents.
- 4) Strong interpersonal, written and verbal communication skills. Ability to supervise teams, and work well with a group or individually.
- 5) Experience with the tools, equipment and practices involved in home construction and repair.
- 6) Knowledge and understanding of building code and construction practices in Idaho and Washington.
- 7) Comfortable with computers and internet, able to communicate by email, text and phone. Able to maintain records using Office 365 Suite and an online database.
- 8) Physically able to work in a construction setting: lifting, digging, climbing, bending, working at height, etc.
- 9) Able and willing to drive distances within Whitman and Latah County.
- 10) Willing and able to complete Habitat for Humanity Competent Person training and other certifications as required by HFHI and PHFH. Willing to complete additional training to carry

out the Habitat mission. Become familiar with the HFHI and PHFH policies, procedures and practices. Knowledgeable of the IRC, energy codes and OSHA safety guidelines.

- 11) Comfortable with the math skills related to construction.
- 12) High School Diploma or equivalent.
- 13) Valid driver's license with clean driving record.
- 14) Pass a sex offender and criminal background check.

**Preferred Skills:**

- 1) Familiarity with nonprofit organizations or similar mission-related work.
- 2) Previous experience volunteering or supervising volunteers.

**Position:**

- 1) Pay: \$25-\$27/hour depending on experience, plus a \$400/month stipend to be used at the employee's discretion, ideally for health insurance or retirement.
- 2) Hours: This is a full-time position 40 hours per week.
- 3) A computer workstation is available at the Habitat office, but work can be completed remotely as agreed with your supervisor.
- 4) Reports to: The Executive Director and works in conjunction with the office support team and build site volunteers.
- 5) Support: A Habitat construction truck and cell phone are provided for the construction team for work-related use.
- 6) Vacation: Five federal holidays, one week at Thanksgiving and two weeks at Christmas; Additional vacation and sick leave accrue based on length of service.
- 7) Open until filled.

*Palouse Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, marital status, national origin, disability, protected veteran status or any other status protected by law.*

*Palouse Habitat for Humanity is a drug-free workplace.*

*Updated 5/1/23 JW*