



## Construction Site 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:**

Under guidance of the Construction Manager, the Construction Site Supervisor will manage and organize the activities of Habitat volunteers on construction sites. They will serve as an instructor, providing education and direction to future homeowners, volunteers, and staff engaged in Habitat homebuilding. They will conduct themselves in a professional manner at all times and demonstrate patience and expertise in their work while supporting Habitat's ongoing mission to provide safe, affordable housing around the Palouse.

### **Duties and Responsibilities:**

1. Promote the mission of Palouse Habitat for Humanity (PHFH)
  - a. Engage future homeowners and community volunteers meaningfully in all aspects of the construction work.
  - b. Teach volunteers and future homeowners the skills and safety needed to help build the home.
  - c. Provide opportunities for the Habitat homeowner to complete their sweat equity hours.
2. Work with the Construction Manager to
  - a. Oversee various construction activities and trade skills typical for residential construction.
  - b. Line out work for volunteers and future homeowners, and demonstrate the proper, safe handling of power tools and equipment.
  - c. Create a positive, learning work environment for homeowners, volunteers, and staff.
  - d. Develop good working relationships with homeowners, volunteers, subcontractors, and vendors.
  - e. Uphold the image of PHFH and show care for the homeowner and community's investment by keeping job sites safe, organized and tidy.
  - f. Ensure materials and tools are available and at the work site when required.
  - g. Manage build site waste, recycling, material reuse and material storage.
  - h. Contribute to OSHA and L&I compliance:
    - i. Ensure PHFH, HFHI and OSHA safety policies are followed on-site, and that adequate training is provided to anyone engaged in Habitat home building.

- ii. Complete required safety training and certifications including Competent Person Training, CPR and OED.
- iii. Attend construction safety meetings.
- iv. Document site walkarounds in project management software.
- v. Verify all fall protection plans are posted and adhered to, and general safety measures are followed.

- i. Receive and take inventory of scheduled deliveries on the jobsite.

3. Administrative Responsibilities:
  - a. Report the daily status of projects to the Construction Manager
  - b. Work with the Volunteer Coordinator to schedule and prepare for volunteers on the build site.
  - c. Ensure that everyone on the Habitat build site has completed the registration and waiver forms, and that they meet PHFH and HFHI policy requirements for age, tool use, etc.
  - d. Participate in homeowner meetings, staff meetings, and special events as required.
  - e. Ensure paperwork and receipts are turned in on time.
  - f. Support the Habitat development team to help share the “Habitat story” by assisting with build site photography, providing content for newsletter updates, and participating in PHFH fundraisers.

**Required Skills and Characteristics:**

1. A minimum of three years experience in residential construction.
2. Framing experience.
3. High standards of personal and professional integrity and accountability.
4. Able to read architectural drawings and construction documents.
5. Strong interpersonal, written and verbal communication skills.
6. Able to work with volunteers, skilled and unskilled workers with a positive and compassionate attitude.
7. Experience and skill with the tools, equipment and practices involved in home construction.
8. Detail oriented, able to multitask, possess strong problem-solving skills and be able to identify quality workmanship.
9. Physically able to work in a construction setting: lifting, digging, climbing, bending, working at height, etc. Required to lift 50 pounds or more.
10. Able and willing to drive distances within Whitman and Latah County (company vehicle provided).
11. High School Diploma or equivalent.
12. Valid driver's license with clean driving record.
13. Pass a sex offender and criminal background check.

**Preferred Skills:**

1. Siding, drywall, painting, flooring and/or finish carpentry experience.
2. Familiar with nonprofit organizations or similar mission-related work.
3. Previous experience as a volunteer, or supervising volunteers.
4. Familiar with the IRC codes, including the 2021 WSEC.
5. Experience with Microsoft Outlook.

**Position:**

1. Pay: \$25-30 per hour, DOE.
2. FLSA Status: Non-exempt
3. Employment Status: Full time
4. Work Schedule: 40 hours per week, Tuesday – Saturday (flexible schedule)
5. Location: Primarily in the field (various sites around Latah and Whitman counties)
6. Reports to: Construction Manager
7. Oversees: Construction progress for our primarily volunteer-built homes, and directs build site volunteers
8. Benefits:
  - a. Health insurance (including vision and dental)
  - b. Retirement (eligible after one year)
  - c. Use of company phone, company laptop/tablet and company vehicle
9. Vacation: Six federal holidays, one full week at Thanksgiving and one full week at Christmas. Additional vacation, personal and sick leave accrued based on length of service.
10. Certifications & Training: PHFH will pay for HFHI and OSHA required certifications, safety training, and OED and CPR certifications.
11. Open until filled.

To apply, submit a resume and cover letter to:

Maja Jovanovich at [construction @ palousehabitat . org](mailto:construction@palousehabitat.org)

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 1/12/26 JW & MJ reviewed 1/15/26 JW