



We build strength, stability, self-reliance *and* shelter.

<b>Position:</b>	Repair Site Supervisor
<b>Department:</b>	Construction
<b>Location:</b>	Lynnwood, Washington
<b>Reports to:</b>	Construction Manager
<b>Position Type:</b>	Full Time, Non-Exempt, Hourly at 40 hours per week
<b>Salary Range:</b>	\$24.00- \$27.00 per hour (~\$50,000 - \$56,000 per year)
<b>Benefits:</b>	Medical, Dental Vision, HSA spending/reimbursement account, Paid Time Off

## Summary

Habitat for Humanity of Snohomish County (HFHSC) seeks a Repair Site Supervisor to oversee construction activities at HFHSC Home Repair Service project sites. Our Home Repair Service aims to assist homeowners in remaining in their homes by making needed critical home repairs, preserving exteriors, weatherization projects, and installing a limited range of aging in place and accessibility improvements. Working with the Construction Manager, the Repair Site Supervisor will coordinate all aspects of Home Repair Service construction activities including, but not limited to, project planning, permitting, budgeting, materials and contractor acquisition, volunteer supervision and support, and ensuring a safe working environment. This individual will work closely with Habitat homeowners, volunteers, and community supporters and will take on a key role in building and maintaining affordable housing towards achieving our mission to build homes, community, and hope.

## Key Responsibilities

- Supervises job sites and works with staff, volunteers and sub-contractors to ensure construction is accomplished in accordance with project plans and objectives
- Evaluates and implements good safety practices and constantly stresses same with staff, volunteers, and partner families
- Ensure all projects are completed on schedule, according to contractual conditions, and within budget
- Coordinate orders and delivery of materials so volunteer time is effectively utilized and work proceeds without interruption
- Direct and monitor all sub-contractors and ensure their work is completed as contracted and in a timely fashion
- Arrange for all required inspections and coordinate correction of defects reported to ensure the project is completed on schedule
- Treats all in the HFHSC community with respect and dignity.
- Ensures project communication to volunteers and partner families are accurate and timely





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- Help create meaningful build experiences for volunteers and partner families
- Build and maintain community of licensed professionals needed to successfully complete projects
- Other responsibilities as assigned by the Construction Manager

### **Essential Qualifications**

- Have a passion for building and repairing homes and sharing that with others in helping the Snohomish County community
- High school degree or equivalent
- At least five years of experience as a home builder or contractor, or additional experience working for one in various phases of home building project management
- At least three years of supervisory experience preferred
- Experience working with volunteers preferred
- Extensive knowledge of building and repairing homes, from planning through completion
- Extensive knowledge of tools, supplies and materials involved in the home building process
- Ability to forecast and track costs, keeping projects on budget
- Excellent verbal and written communication, and personal interaction skills
- Ability to guide and teach others
- Ability to form and maintain strong, productive relationships with people from a variety of organizations and backgrounds
- Ability to be a member of a team, leading within the scope of the position and contributing whenever possible
- Basic computer skills with MS Office applications
- A personal vehicle for business use, with insurance and an acceptable driving record
- Background check required.

### **Physical Demands**

Work is often done outdoors on construction sites, in non-air-conditioned spaces, in various types of weather. Work is physically demanding and requires significant attention to safety and work methods to be done effectively. To successfully perform the essential duties of this position, an individual must be able stand for long periods of time and walk throughout the day. This position requires individuals to use arms, legs, and moving of the whole body, doing climbing, lifting, walking, stooping, pushing, pulling, and handling materials. Individuals must be able to visually inspect materials, lift and carry up to 50 pounds on occasion, and operate heavy equipment and hand and power tools. Travel requirements include regular site visits and collecting materials required for build. Regular attendance is an essential function of the job.





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Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

### **Habitat for Humanity of Snohomish County is an Equal Opportunity Employer**

HFHSC is committed to a diverse and inclusive workplace. We do not discriminate on the basis of race, ancestry, national origin, religion, age, gender, gender identity, sexual orientation, protected veteran status, physical or mental disability, or on the basis of any other federal, state/provincial or local protected class.

### **How to Apply**

To apply, send a cover letter, resume and three references to: [Jobs@habitatsnohomish.org](mailto:Jobs@habitatsnohomish.org)

