

Site Supervisor

This position offers an exceptional opportunity to develop professionally and contribute to an organization with a recognizable, trusted brand and solid reputation. This position will be of interest to persons who have on-site working experience performing various construction disciplines, i.e., framing, drywall, insulation, painting, trim carpentry, siding, etc., and would like to teach those skills to, and supervise the work of, volunteer groups under the direction of the Construction Manager. As part of a growing, supportive and extremely collaborative team, the Site Supervisor will believe in Habitat GO's vision of a world where everyone has a decent place to call home.

Primary Functions: The Site Supervisor's role is to assist the Construction Manager by supporting construction and administrative aspects of our build projects. Tasks will include all pre-build planning as well as post-build documentation and warranty/deficiencies work and assistance with the acquisition of materials and Gift-in-Kind.

Reports to: Construction Manager

Qualifications: min. 5 years construction experience; condo experience an asset

Responsibilities:

Project Planning and Control

- Carry out all administrative, planning and legal aspects of build (e.g. obtaining permits, supplier requirements, contracts, agreements such as condo and joint-use agreements, etc.)
- Liaise with the City of Ottawa, Lanark County, suppliers and consultants
- Assist with local Gift-in-Kind (GIK) procurement and GIK orders from Habitat for Humanity Canada
- Support Fundraising and Communication departments to ensure appropriate recognition is being provided to GIK donors and sponsors
- Support in construction budgeting and forecasting processes
- Support finance department in tracking build invoices and other expenses
- Support Construction Manager and Family Services Manager to address post-build deficiencies for previous builds

Construction Coordination and Material Management

- Assist with securing material and service quotes; ensures material and services provided by local and national suppliers are ordered and available on-site in accordance with the construction schedule
- Assist the Construction Manager in on-site daily construction activities, supervision & coordination of volunteers
- Assist with daily material and tool rental pick-up and delivery to the build site
- Help maintain a comprehensive inventory of Habitat GO's construction tools, supplies and equipment; organization of on-site and external tool storage areas
- Ensure all tools and equipment are maintained and in good repair as required; monitor compliance of power tools with safety regulations
- Ensure all on-site materials, supplies tools and equipment are adequately supervised and stored in a safe and secure manner

Volunteer and Safety Management

- Daily due diligence and monitoring of on-site health, safety, environmental conditions and potential hazards
- Assist with the coordination of all on-site volunteers and greeting all Adopt-a-Day teams.
- Other tasks related to volunteer and safety management

This full-time position offers a competitive salary and a comprehensive benefits program. Please send cover letter and resume to admin@habitatgo.com by April 27, 2018.