

Construction Supervisor - Job Description



**Mennonite
Disaster
Service**

JOB SUMMARY: The Construction Supervisor partners with the Project Director in supervising the day- to-day construction needs of the project.

ACCOUNTABILITY:

The Construction Supervisor is responsible to the Project Director.

TASKS:

Volunteer Management

- Together with Project Director select and provide leadership to Crew Leaders.
- Meet with Crew Leaders to schedule activities, assign volunteers, assign vehicles and determine equipment and material needs.
- Work with Crew Leaders to ensure that Weekly Volunteers have the skills to complete construction tasks, teaching them when necessary.
- Model and enforce on-the-job safety.
- Work with the Project Director and Crew Leaders to ensure safety on the job site through weekly orientation and daily site supervision.

Construction

- Visit all job sites regularly and ensure that the work meets MDS standards and complies with required building codes.
- Schedule sub-contractors and inspectors.
- Ensure that materials and supplies arrive on the job site in a timely manner.
- Submit all invoices and receipts to the Office Manager daily.

General

- Ensure that vehicles are checked, fueled, and cleaned at the end of the week.
- Make sure the tools and machines are clean, in safe working order, and stored in an organized fashion.
- Assure that emergency procedures are available, understood and followed by all Crew Leaders.
- Model humility, modesty and servanthood.
- Model sensitivity to cultural and religious diversity of volunteers, homeowners and community.
- Assist with other tasks, as requested (eg. cleaning, running errands, etc.)

JOB QUALIFICATIONS:

- Must be a Christian and active participant in a church
- Proven Christian servant leadership skills
- Knowledge of and experience in construction
- Construction problem-solving skills
- Code knowledge and willingness to learn local codes
- Ability to estimate quantities and costs of materials and supplies
- Ability to delegate tasks to Crew Leaders
- Ability to prioritize tasks
- Strong communication skills
- Ability to empower others
- Flexibility, patience, a positive attitude, and a sense of humor
- Team player, team builder
- Be a source of encouragement
- Safe driving record

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