

## POSITION PROFILE

**Title:** Project Supervisor

**Reports To:** Project Manager

**Direct Reports:** None

**Indirect reports:** None

**Status:** Full time

### **Purpose:**

The Project Supervisor is responsible for construction estimating and budgeting for refurb homes, orientations, possessions, Chapter support as required, warranty and service programs across all construction, site supervisor relief for holidays, breaks, sickness, etc, and support for the Project Manager in whatever capacity is needed including warehousing aspects. The Project Supervisor works closely with the Project Manager the delivery of timely, efficient, and quality construction products and services. The Project Supervisor is responsible for enforcing the internal policies and procedures as well as ensuring compliance with legal regulations.

### **Responsibilities:**

#### General

- Assists the Construction Site Supervisor and Assistant Construction Site Supervisor in all phases and aspects of the project as needed
- Prepares estimates, bids, and occasionally purchase orders for the refurb projects.
- Organizes the solicitation of trades regarding bid invitations, pricing, build detail, and tender closings.
- Manages procurement of materials for various builds through local suppliers & gift in kind for refurbs.
- Creates, manages, and maintains the project budget on refurbs.
- Organizes, files, and maintains all current project documents
- Provides relief support to construction staff for holidays, orientations, possessions, sick days and any other relief needed

#### Program Delivery & Administration

- In collaboration with the Project Manager, develops a refurbs schedule based on input from the applicable trades
- Creates purchase orders as required, applies accounting codes to invoices, and tracks billing for compliance with budgets.
- Hands on work to complete refurbs or new homes as required
- Completion of detail work in refurbs

- Provides support to the management team and Construction Site Supervisor and Assistant Site Supervisor as required (i.e., orders materials, schedules deliveries, maintains communication between trades and consultants)
- Site relief as required for holidays, sick days, or any other reason for Site Superintendent and Assistant Site Supervisor
- Holiday or temporary relief for Project Manager as required.
- Site completion if required when Site Superintendent moves to next site with majority of volunteers
- Monitors and delegates post-occupancy warranty requests and warranty calls in a timely manner.
- Prepares scopes of work for repurchased properties and estimates for associated renovation work.
- Obtains and manages building, and occupancy permits for refurb
- Show perspective homeowners the show suite if needed
- Works with Project Manager to keep plans accurate.
- Completes Orientation, deficiency rectification, possessions as needed
- Ensures that Habitat warranty programs are complied with as required.
- Completes actual service calls for either clarification or actual rectification
- Assists in planning for supply lines and storage space organization
- Other duties while on site with the Site Superintendent that may arise any given day
- Other duties for the Project Manager that may arise any given day

### Decision-making

#### Consult:

- With Project Manager about overall program delivery, attendance, vacations
- With Director of Construction about HR issues
- With Project Manager about site requirements and products, technical issues, site safety, security, supply lines, warehousing questions
- With Project Manager about scheduling, priorities, and conflicts

#### Inform:

- Project Manager when possessing information that would aid others to have, e.g., changes to construction schedule
- Project Manager anything that may have significant consequences, i.e., media, staff, messaging
- Director of Construction anything that stakeholders or community partners may expect the Director of Construction to know
- Project Manager and Safety Advisor of all accidents, incidents, and near misses using the appropriate forms.
- Project Manager of any unsafe working conditions
- Project Manager of your daily plans and locations for efficiency and safety



Qualifications:

- Having a minimum of 3 years' experience in residential construction in the capacity of project management or Site Superintendent
- Must have a functional understanding of all aspects of a build from Survey (stake out) to possession
- Must have physical ability and knowledge to execute many aspects of the construction build process such as framing, boarding, finishing, touch ups, appliance install, etc.
- A functional understanding of building codes and construction processes.
- Excellent communication skills, written and verbal.
- You are known to be proactive, organized, and operate with a sense of urgency.
- You have a willingness to teach people and patience to work with anyone interested or involved
- You have strong computer skills and an understanding of computer programs including Microsoft Outlook, Excel, and Word
- Experience with QuickBooks and MS Project would be an asset.
- Must possess a team-oriented approach regarding collaborating with various departments and team members while meeting objectives.

**Application Deadline: September 22, 2021**

Please send your cover letter and resume to [jobs@habitatsouthernab.ca](mailto:jobs@habitatsouthernab.ca) with Project Supervisor in the subject line.

*Habitat for Humanity Southern Alberta is an equal opportunity employer. We thank all applicants for your interest in this position. Please note that only those candidates selected for an interview will be contacted.*