



Build Site Supervisor

Project Management, Skilled Trades, Manager/Supervisor
Charlotte County, NB

Habitat for Humanity Saint John Region is looking for a dynamic individual to join our team as Build Site Supervisor for a 3-month contract from May to July 2017. Reporting to the CEO, the Build Site Supervisor is responsible for the completion of Habitat construction activities underway in Charlotte County, including St. George, Blacks Harbour and St. Stephen.

Roles and responsibilities:

- Manage current Habitat home construction projects to completion
- Ensure homes are transported to each community in a safe, timely and cost-effective manner
- Monitor and adhere to established construction and transportation schedules
- Procure required permits and equipment, as well as local donations of building materials and services
- Strictly adhere to building codes, by-laws and safety practices and procedures
- Maintain safety, security and cleanliness of Habitat build sites
- Prepare weekly project updates for CEO
- Provide supervision, guidance and safety orientation to on-site build volunteers
- Schedule contract services when volunteers are not appropriate to the task
- Provide complete and accurate records of expenses, purchase orders and other paperwork
- Attend local Habitat committee meetings as required

Qualifications:

- Trade certification required, e.g. carpenter, plumber, electrician
- Demonstrated experience in project management of new home construction
- Advanced knowledge of Occupational Health and Safety principles and practice
- Knowledge of residential building code
- Strong leadership, interpersonal and communication skills
- Experience supervising staff and volunteers in a positive, team-oriented environment
- Current First Aid/CPR certification as asset
- Commitment to the mission and vision of Habitat for Humanity Saint John Region
- Valid Driver's License and Criminal Record Check required

Please forward your cover letter and resume by email to restore@nb.aibn.com. No phone calls, please. We thank you in advance for your interest, but only those selected for an interview will be contacted.