



JOB TITLE:	Construction Site Supervisor
FLSA STATUS:	Full-Time Salary, Exempt
LAST UPDATED:	July, 2026
REPORTS TO:	General Contractor
REMOTE WORK ELIGIBLE:	No

ORGANIZATIONAL VISION

A world where everyone has a decent place to live.

ORGANIZATIONAL MISSION

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

ORGANIZATIONAL VALUES

Wichita Habitat for Humanity's Core Values foster a sense of unity and shared purpose by providing a well-defined framework that shapes our culture, decision-making, and overall success through clear expectations that support a cohesive and productive work environment.

- Accountability: Accept and expect responsibility for our work, actions, and behaviors.
- Curiosity: Proactively seek opportunities for learning and understanding.
- Communication: Effectively exchange information, ideas, and feedback to ensure clarity.
- Collaboration: Work together to utilize diverse strengths with efficiency and productivity.

PRIMARY PURPOSE OF THE JOB:

The Construction Site Supervisor is responsible for the safe, efficient, and high-quality execution of multiple assigned residential construction projects in alignment with the mission and goals of Wichita Habitat for Humanity. This role leads daily field operations, coordinates volunteers and subcontractors, manages construction activities through various phases of the build process, and ensures homes are completed in accordance with Habitat standards, building codes, project schedules, and budget expectations.

The Construction Site Supervisor serves as the on-site leader responsible for executing the construction plan, making day-to-day field decisions, and maintaining progress, quality, and safety. This role supports homeowner education, volunteer engagement, and cross-department collaboration while allowing the General Contractor to focus on strategic planning, forecasting, and construction management.

ESSENTIAL FUNCTIONS *(other duties may be assigned)*

Safety

1. Maintain required Habitat for Humanity International Competent Person Safety Training, CPR, and First Aid certifications.
2. Ensure all volunteers receive site-specific and task-specific safety training before beginning work.
3. Enforce safety protocols on job sites and promptly address unsafe conditions, incidents, or violations.
4. Participate in the ongoing review and implementation of the Construction Safety Manual.

Field Operations & Decision-Making

1. Independently manage daily field operations across multiple active construction projects.
2. Execute construction plans by coordinating labor, materials, tools, volunteers, and subcontractors to maintain project momentum.
3. Make routine field decisions related to sequencing, task assignments, workflow, and problem-solving.
4. Adjust daily work plans as needed to maintain schedule, productivity, and quality standards.
5. Escalate significant scope changes, structural concerns, safety issues, or budget impacts to the General Contractor.

Project Planning & Execution

1. Collaborate with the General Contractor to understand project timelines, scopes of work, subcontractor schedules, and volunteer labor needs.
2. Execute assigned construction schedules and proactively identify issues that may impact project completion.
3. Coordinate subcontractor activities by ensuring work areas are prepared, materials are available, access is provided, and inspections are completed promptly.
4. Monitor construction progress and quality throughout all phases of assigned projects.
5. Identify and resolve workflow challenges while communicating delays, material shortages, staffing needs, or other issues that may affect progress.
6. Monitor VolunteerHub daily and proactively plan meaningful work activities, tools, and materials to maximize volunteer productivity and engagement.
7. Provide timely field updates that allow the General Contractor to focus on forecasting, resource planning, systems development, and strategic initiatives.

Volunteer & Homeowner Engagement

1. Lead daily volunteer orientations, including Habitat's mission, safety information, and daily goals.
2. Create a welcoming, inclusive, and productive environment for new team members, volunteers, future homeowners, AmeriCorps members, and community partners.
3. Assign tasks appropriate to volunteer skill levels and provide hands-on instruction to ensure safety, quality, and a positive learning experience.
4. Guide and support future homeowners through sweat equity participation while encouraging accountability and ownership.
5. Support volunteer leadership development by identifying opportunities for skilled volunteers and crew leaders to expand their skills and responsibilities.
6. Mentor AmeriCorps members, interns, and new team members by modeling construction best practices and providing feedback.
7. Recognize volunteer contributions and seek feedback to continually improve the Habitat build experience.

Procurement, Inventory & Site Management

1. Coordinate closely with the Construction Project Coordinator – Logistics to ensure materials are ordered in alignment with construction schedules, delivered when needed, and staged appropriately for field use.
2. Plan material needs proactively while minimizing excess inventory, unnecessary storage, and material waste.
3. Verify deliveries for accuracy, quality, and compliance with project specifications before use.
4. Assist with procurement when needed, emphasizing cost-effectiveness, timely availability, and just-in-time purchasing practices.
5. Submit receipts and supporting documentation to the office within required timelines.

6. Maintain tools, trailers, construction vehicles, and assigned warehouse areas; ensure equipment and inventory are organized, secure, and ready for use.
7. Secure job sites, materials, and equipment daily to prevent damage, loss, or theft.
8. Conduct routine inspections and maintenance of tools, vehicles, and safety equipment to minimize downtime.

Construction Documentation & Communication

1. Track construction progress using the Smartsheet project management tool and accurately report completion of assigned tasks and project milestones.
2. Maintain accurate records of inspections, incidents, volunteer hours, homeowner participation, and other required project documentation.
3. Communicate project status, field challenges, and resource needs proactively with the General Contractor and appropriate staff.
4. Participate in construction team meetings, volunteer breakfasts, Construction Committee meetings, and affiliate events as assigned.
5. Conduct a pre-closing walkthrough with the Homeowner Services Manager to review the completed home with the homeowner, provide essential maintenance education, and answer questions to support successful homeownership.
6. Support final punch-list completion, warranty repairs, and project closeout activities as needed.

Field Leadership

1. Model and reinforce Habitat construction standards, safety expectations, and field practices across assigned projects.
2. Support onboarding and training of new Construction Site Supervisors, AmeriCorps members, interns, and volunteers as needed.
3. Identify opportunities to improve construction processes, share best practices, and promote consistency across construction projects.
4. Identify and develop volunteer leaders to increase on-site capacity and strengthen the volunteer experience.

Affiliate & Community-Engagement

1. Coordinate with Development, Volunteer Services, and other departments to support special build days, corporate volunteer groups, and sponsor recognition opportunities.
2. Represent Wichita Habitat for Humanity at special events, including wall raisings, dedications, volunteer appreciation events, and community activities.
3. Serve as an ambassador for Wichita Habitat for Humanity by promoting the organization's mission, values, and programs.
4. Participate in affiliate-wide initiatives such as neighborhood revitalization, community partnerships, and disaster response efforts as appropriate.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skills, and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.*

1. Commitment to the mission, values, and principles of Habitat for Humanity.
2. Embody Wichita Habitat for Humanity's core values: Accountability, Curiosity, Communication, and Collaboration.
3. Ability to independently manage multiple active construction projects with minimal supervision.
4. Strong understanding of residential construction processes, including framing through final inspection.

5. Knowledge of construction sequencing, scheduling, subcontractor coordination, and job site logistics.
6. Ability to make sound field-based decisions and solve problems in real time.
7. Strong communication and interpersonal skills with the ability to lead and motivate diverse groups of volunteers, homeowners, subcontractors, and community partners.
8. Ability to teach, mentor, and support volunteers and future homeowners with patience and respect.
9. Ability to foster a positive, inclusive, and safety-focused environment for volunteers, homeowners, and staff.
10. Strong organizational skills with the ability to manage competing priorities across multiple projects.
11. Ability to maintain accurate documentation and utilize project management systems.
12. Proficiency with Microsoft 365 applications and ability to learn and effectively utilize new technology and organizational systems.
13. Ability to represent Wichita Habitat for Humanity professionally in the community.
14. Valid driver's license required; ability to operate a truck with attached trailer required.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS: *The requirements described here represent those that must be met by an individual to successfully perform the essential functions of this job.*

1. Three to five years of experience in residential construction from layout to final inspection.
2. Experience supervising construction crews, volunteers, or skilled trades is preferred.
3. Demonstrated ability to manage multiple projects, prioritize competing demands, and maintain progress toward deadlines.
4. Must maintain Habitat for Humanity International Competent Person Safety Training, CPR, and First Aid certifications.
5. A valid driver's license is required. Commercial Driver's License (CDL) preferred.
6. Must successfully complete pre-employment background check and drug screen.

PHYSICAL CONTEXT AND WORK ENVIRONMENT: *The context and work environment described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

1. The employee must be able to perform the essential functions of the position, with or without reasonable accommodation.
2. This position involves work performed both indoors and outdoors on an active construction site, in a semi-temperature-controlled warehouse, and in an office setting. The employee will be exposed to a variety of extreme weather conditions.
3. Noise level on job sites may be loud; however, when working in an office setting, the noise level is moderate.
4. The employee is regularly exposed to risk of harm from electrical tools, including saws, drills, concrete hammers, high, precarious places, and occasionally may be exposed to risk of electrical shock.
5. Dexterity of hands and fingers to operate a computer keyboard, mouse, and other business machines is needed.
6. While performing the duties of this job, the employee is regularly required to stand and walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel,

crouch, or crawl and talk or hear.

7. The employee is occasionally required to sit.
8. The employee must occasionally lift and/or move up to 75 pounds.
9. Must maintain a valid driver's license and a good driving record.
10. This is a full-time, salaried, exempt position. The workweek will typically be 40-45 hours, Tuesday through Saturday; however, to meet construction schedules, 45-50 hours may be necessary.

DISCLAIMER: This is not an exhaustive list of all functions that may be required of this position. The Employer retains the right to change or assign other duties to this position and reserves the right to revise the job description at any time. The employee must be able to perform the essential functions of the position satisfactorily, and reasonable accommodation may be made if requested, absent undue hardship. This job description does not constitute a contract of employment, and the Employer may exercise its employment-at-will rights at any time.

Wichita Habitat for Humanity provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other status protected under applicable federal, state, or local law.

ACKNOWLEDGEMENT:

I have reviewed this job description with my supervisor and fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to organizational or departmental needs, and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my supervisor or HR.

Employee

Date

Supervisor

Date