

CONSTRUCTION SUPERVISOR

Overview:

Frontier Housing has served northeastern Kentucky communities for over 40 years by developing housing for homeowners and renters, and providing owner-occupied repair services. The Construction Supervisor will oversee the management of construction activity related to Frontier's Mutual Self Help program. Through Frontier's the Mutual Self-Help program groups of homebuyer families come together to cooperatively build their homes under the guidance, leadership, instruction and support of Frontier staff. The Construction Supervisor will lead, teach and work alongside mutual self-help homebuyers, at times when the homebuyers are able to participate in the homebuilding process. This will include working evenings and weekends. This is a salaried position this is considered exempt.

Reports to: Director of Construction

Specific Duties & Responsibilities:

- Management of self-help construction efforts to ensure that projects are constructed in accordance with design, budget and schedule, and conforming to all contractual agreements and organizational policies (e.g. procurement policies);
- Effectively communicating with the self-help team to coordinate construction activities, develop work schedules for homebuyers, provide for supervision of construction work, manage homebuyer and volunteer labor to maximize its usefulness, and collaboratively resolve issues and conflicts;
- Teaching residential construction to self-help homebuyers and volunteers;
- Ensure that construction staff are represented at weekly build group meetings;
- Working with a diverse group of people, and interfacing with client representatives, other contractors, etc.;
- Direct and manage the efforts of large groups of people in residential construction so that their efforts are used effectively;
- Direct construction activity from blueprints and drawings, including the layout of a house, assignment and supervision of work for both skilled and non-skilled workers (including but not limited to employees, AmeriCorps member(s) and Self-Help participants);
- Coordinate delivery of materials and goods to job sites, including requisitions and inspection of materials needed for project(s);
- Coordinate work of subcontractors, in consultation with the Construction Manager;
- Developing work schedules for self-help construction staff, as well as monitoring and evaluating staff;

- Resolve problems and difficulties encountered or elevate it to the appropriate supervisory personnel;
- Participate in construction work that may involve carpentry, plumbing, masonry, electricity, pipe fitting, heating & cooling, and other skilled trades;
- Code invoices according to Frontier's accounting policies and procedures;
- Maintain a daily journal of activity and progress on the self-help sites which shall be shared not less than weekly with the self-help team; and
- Perform other related work as required;

Experience & Qualifications:

- Broad knowledge and experience in all phases of residential construction;
- The Construction Supervisor's work schedule will be adjusted to align with schedules that are convenient for the self-help participants. Work schedule may include significant work during evenings and weekends;
- Ability to effectively communicate both orally and in writing, with contractors, suppliers, homebuyers, and community members;
- A minimum of 8 years commercial/residential building construction experience;
- A minimum of 5 years of construction management experience;
- Must have personal vehicle equipped to haul material and tow trailers/equipment;
- Must have a valid driver's license;
- Must either have CDL or obtain CDL within 1 year of hire date;
- Must have excellent communication, organizational, interpersonal, and supervisory skills essential for motivating Self-Help building teams;
- Must have a smart phone and be able to talk, text, email and live-stream video for purposes of remote viewing of project progress.
- Must be proficient in Microsoft Office products including Outlook, Word, and Excel;
- Must have the ability to motivate and retain a productive, positive working relationship between all members of a self-help build group;
- Ability to work with a people from diverse backgrounds, including people of varying economic means;
- Must be eligible to be employed in the United States;
- Knowledge of, and an affinity for, Frontier's mission, the Mutual Self-Help program, and for energy-efficient construction practices and methods.

Preferred Experience & Qualifications

- **At least 2 years post high school study in building trades and/or related fields;**
- **The ability to speak Spanish.**

Compensation Package: Competitive salary and benefits package. 90 day probationary period.

Location: Frontier Housing office in Morehead, Kentucky, as well as on-site work

To submit an application and resume, please visit <https://www.frontierky.org/careers>