



Site Manager and
Senior Site Manager
Construction

2024
Job
Description

Reports to Construction Director of
Construction Services
Full-Time
FLSA Status: Exempt

POSITION OVERVIEW

The Site Manager or Senior Site Manager is responsible for providing quality experiences to volunteers, and core group of volunteers (Tigers) which at the end of the day will leave them “tired and inspired.” The quality experience that the Site Manager will facilitate is engaging, positive, informative (of the mission of Habitat), and safety conscious. A Site Manager will also make sure that the home is built with Habitat standardized methods and according to quality requirements and complete the scope of work prescribed for volunteers.

PRIMARY RESPONSIBILITIES¹

- Leading a quality experience for volunteers (including the core group of volunteers, Tigers) in construction related tasks.
- Making sure that safety protocols are implemented and enforced.
- Accurately teaching about Habitat’s mission through morning toolbox talks and conversations with volunteers.
- Facilitating an engaging and productive experience that will leave volunteers feeling that they accomplished something significant with their time and want to come back to volunteer (and to join the movement to increase affordable housing and know all the ways they can stay involved to build homes, community, and hope).
- Ensuring that construction tasks are accomplished according to Habitat’s quality standards.
- Thorough site preparation for volunteers, safety equipment, tools, materials, etc.
- Driving 16’ or 18’ tool trailers to worksites every day.
- Teaching how to use tools correctly and safely.
- Work with people with diverse backgrounds and perspectives towards a common goal.
- Checking in with Construction Director of Construction Services at the end of each day to account for daily progress and issues that arise.

ACCOUNTABILITY ITEMS

- Quality Experience
- Task Quality Control
- Task Completion

KNOWLEDGE, SKILLS & ABILITIES² -

- Ability to coordinate and delegate the work of others
- Ability to teach volunteers on construction tasks
- Basic construction knowledge in carpentry and painting.
- Ability or willing to learn how to drive a truck with an attached 16’ trailer
- Ability to multitask with strong organization skills and meeting deadlines.



Greater Indy
Habitat
 for Humanity®

Site Manager and
 Senior Site Manager
 Construction

**2024
 Job
 Description**

Reports to Construction Director of
 Construction Services
 Full-Time
 FLSA Status: Exempt

- Ability to work a flexible schedule, which includes working on Saturdays
- Ability to report to work by 7:00 AM
- Strong public speaking skills
- Detail oriented and highly organized
- Ability to work both independently and with a team.
- Maintains regular, timely, and dependable attendance.
- Ability to operate a motor vehicle legally and safely
- Demonstrate solid communication and listening skills

EDUCATION, EXPERIENCE, & CREDENTIALS

Basic knowledge of construction is helpful and how to use basic hand and power tools. The ability and willingness to create a positive volunteer experience is the top priority. Experience in customer service, teaching, and volunteer coordination is relevant experience as well.

PHYSICAL REQUIREMENT TO PERFORM THIS JOB ³

- Utilize the telephone and communicate with others, inside and out of the office environment
- Manual dexterity and visual acuity for computer keyboarding, office equipment use, and detailed reports and information
- Must be able to move about rough terrain at site locations
- Climbing, pushing, shoving moving on occasion
- Ability to lift 50 pounds

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____