

## **Assistant Site Supervisor, Construction**

Do you have experience in residential construction or other hands-on building projects?  
Do you enjoy collaborating with different people and teaching people hands-on skills?  
Do you want to be part of a bigger mission to create affordable homeownership opportunities for low-income families?

This job is for you! Come learn with us and make a difference at the same time.

Pay Range: \$22 - \$28/hour, based on experience

Work Schedule: Tuesday – Saturday, 7:30 am – 3:30 pm, with occasional overtime

Work Site: one or more sites within Habitat Greater Boston service area

As an Assistant Site Supervisor, you will play a critical role in both construction tasks and guiding our volunteers. Key responsibilities will include the following:

- Lead groups of volunteers in hands-on construction tasks.
- Create a welcoming, informative, and safe environment for all volunteers and visitors.
- Assist with construction tasks including demolition, site prep, framing, insulation, drywall, flooring, roofing, finish carpentry and landscaping. Projects may include new and rehab homes.
- Maintain site safety through modeling of safety practices and guidelines, volunteer education, and site monitoring.
- Participate in meetings, safety trainings, and other trainings as required.
- Ensure that communication to volunteers and partner homeowners is respectful, accurate, and timely
- Collaborate with construction staff to identify skilled, enthusiastic volunteers, cultivating their involvement in Habitat's work (i.e. encourage them to consider being trained as regular site leaders and/or returning volunteers).
- Help with materials management on site and at the storage trailers. Organize materials needed for projects.
- Set up and clean-up project sites.
- Communicate with department leaders and co-workers regarding site progress, issues, etc.
- Attend and participate in select affiliate events; responsibilities may include set up, clean up and engaging with attendees.

We recognize that job-related experience can come in many forms, and we take a broad look at the experience of each applicant. With that said, our ideal candidate will have most or all of the following qualifications:

- Experience working with volunteers, teaching, or group facilitation
- At least one year of residential construction experience or other experience working in construction, grounds, or facilities maintenance
- Commitment to the Habitat for Humanity Greater Boston's mission of building simple, decent, affordable houses for purchase by low-income families
- Experience working with diverse groups of people and commitment to equity, inclusion, and belonging
- Ability to complete OSHA 10 within 2 weeks of hire
- Ability to read, write, speak, and understand English proficiently for purposes of safety and communication with co-workers and volunteers
- Experience with Microsoft 365, especially Outlook, Teams, and SharePoint, and ability to use it for regular tasks and communication

- Valid driver's license and good driving record

You will be working both indoors and outdoors in all weather, with exposure to the normal conditions of a residential construction site. You will need to be able to move around the work site, including rough and uneven terrain, and access all areas of the site and structure, including ladders and scaffolding up to two stories. You will need to be able to use all required tools and lift up to 50 pounds on a regular basis.

Habitat for Humanity Greater Boston provides a competitive pay and benefits package, a supportive environment, and room to grow with this growing organization.

Please send your resume to [construction@habitatboston.org](mailto:construction@habitatboston.org). For priority attention, please provide a cover letter and salary expectations.

About Habitat for Humanity Greater Boston:

Habitat for Humanity Greater Boston is dedicated to building simple, low-cost homes in partnership with low-moderate income families who need decent and affordable housing. We believe homeownership is a transformational tool in promoting equity and helping families and communities maintain stability. Habitat for Humanity Greater Boston is an independent affiliate of Habitat for Humanity International.

Habitat for Humanity Greater Boston is committed to creating a diverse workplace environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, age, physical or mental disability, veteran/reserve national guard status, or any other status or characteristic protected by law.