



Community Housing Improvement Program JOB ANNOUNCEMENT

Date: March 6, 2019

From: Seana O'Shaughnessy, President/CEO

Job Title: Construction Supervisor
Temporary 4/1/19 – 10/31/19 estimated dates

Salary: Starting \$18.17/hour DOE, plus benefits

Application Deadline: Until filled

Community Housing Improvement Program, Incorporated (CHIP) is currently seeking applicants for the position of Construction Supervisor. This is a non-exempt position, 40 hours/week. This position works weekends.

In order to apply, go on-line to <http://www.chiphousing.org/jobs/> . Fill in the on-line application, upload your resume and submit it by the above deadline. Paper applications are available at the CHIP office, 1001 Willow St., Chico, CA 95928.

Community Housing Improvement Program, Incorporated (CHIP) is an equal opportunity employer. Employment at CHIP is at will for the employee and the employer.





Community Housing Improvement Program

JOB DESCRIPTION

DEPARTMENT	Self Help Housing	LOCATION	Glenn and Shasta Counties	
JOB TITLE	Construction Supervisor	REPORTS TO	Corporate Contractor	
TYPE OF POSITION	<input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Non-Exempt		HOURS	40 per Week

JOB PURPOSE

- Community Housing Improvement Program, Incorporated (CHIP) is a private, non-profit corporation, which has been in business since 1973. CHIP's mission is to provide healthy, sustainable, affordable housing and services to qualified residents in the North Valley.
- CHIP's Self Help Housing Program develops safe, sustainable and affordable ownership housing by utilizing the mutual self-help method of house construction throughout CHIP's service area.

JOB FUNCTIONS

Essential Responsibilities:

- The Self Help Construction Supervisor is primarily responsible for effectively training and supervising our self-help builders in the construction of high quality, sustainable, safe, affordable housing.
- Lead, train, and empower self-help participants to learn construction skills and assist in the building of quality homes and communities.
- Assure maximum efficiency and safety of work force and materials. Work force includes both the self-help builders and the subcontractors.

Essential Duties:

- Oversee tool usage, inventory, and safe work conditions.
- Train and supervise self-help builders to successfully carry out construction tasks.
- Organize work crews. Encourage cooperation and efficiency.
- As time permits, perform actual construction work.
- Maintain records and paperwork as required.
- Supervise work of subcontractors and report problems or deficiencies to site foreman.
- Consistently represent CHIP in a professional manner, consistent with CHIP's mission and values.

REQUIRED KNOWLEDGE AND SKILLS

- Have professional building skills with journeyman or equivalent carpentry skills.
- Have the ability to teach necessary construction skills to unskilled self-help participants.
- Be available to work irregular hours and weekends.
- Be committed to the concept of mutual Self-Help housing for low-income families.
- Bilingual English/Spanish or English/Hmong Preferred.



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REQUIRED KNOWLEDGE AND SKILLS

- Have strong people skills, and the patience, tact, and ability to motivate self-help participants and deal with the public.
- Be prepared to commute. CHIP builds within a seven county service area and a Construction Supervisor may be assigned to any one of the current sites. Reimbursement for construction staff per CHIP travel policy.

QUALIFICATIONS AND EDUCATION

Must have reliable vehicle, current valid California Driver's license and be insurable under the criteria established by CHIP's general liability carrier. Must provide current proof of insurance at the levels specified by the CHIP travel policy.

PHYSICAL REQUIREMENTS

See Attached

Reasonable accommodations as required by the Americans with Disabilities Act (ADA) will be made available as necessary. Requires successful completion of a conditional offer physical examination conducted by Enloe Occupational Health Center.

WORKING CONDITIONS

See Attached

REVIEWED BY	Jill Quezada	TITLE	Director of Homeownership
APPROVED BY	Seana O'Shaughnessy	TITLE	President/CEO
DATE DEVELOPED	August 29, 2017	DATE REVISED	March 6, 2019
SUPERVISOR'S SIGNATURE			
EMPLOYEE SIGNATURE			

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