

JOB POSTING Four Square Community Action (FSCA) Energy & Housing Repair – Field Supervisor Andrews Office, 61 Milton Mashburn Dr. Andrews NC

Four Square serves a four county region – Cherokee, Clay, Graham, and Swain counties and oversees multiple low-income support programs. We are a team-centered workplace that values our community and our employees. Full-time employees qualify for health insurance, retirement, and other benefits.

Status: Full-time – Year round

Reports to: Community Services Block Grant (CSBG) /Energy and Housing Repair Program Director

Job Summary: The Energy & Housing Repair – Field Manager is responsible for overseeing field construction crews, scheduling, materials estimates, and overall planning and staffing multiple housing repair projects and weatherization. To include basic construction skills such as flooring, insulation, roofing, plumbing, use of building equipment and accuracy of measurements and calculations for materials.

Job Responsibilities:

- Provide field oversight and planning for work crews
- Development of accurate materials list and project time estimates
- Scheduling of 5-6 crewmembers to meet job deadlines
- Safety training and oversight for crew and temporary workers
- Basic/moderate computer skills for electronic input of projects
- Requires excellent communication skills both written and verbal
- Ability to train other workers in carpentry and basic construction
- Good customer service for clients, business, etc.

Physical requirements:

- Stooping, kneeling, crouching, and reaching
- Lifting materials – boards, ladders, equipment, etc.
- Ability to work in heat and cold and in confined spaces

The job duties include:

Active participation in construction and weatherization role specific educational and training opportunities provided or sponsored by FSCA, HOP, Network Lead organizations such as Department of Health and Human Services.

Education: Requires minimum of high school diploma or equivalent; 3 to 5 years work experience in construction, 2-3 years in supervisory or project oversight, ability to provide written work plans, and basic/moderate computer skills to input job reports. Certifications in related construction field are preferred.

Additional requirements needed:

- Valid NC driver's license and willingness to travel locally
- Must pass criminal background search and drug screen