

Job Title: Construction Superintendent**Position Location:** Charlottesville, Virginia**Department:** Construction (Field Support)**Reports to:** Director of Construction**Direct Supervisees:** HFHGC Crew Leaders**Employment Type:** Full-time (Mon-Fri), Salaried. 40+ hours per week including some evenings and weekends**Pay Scale:** \$40,000-\$45,000**Organizational Background:**

Habitat for Humanity of Greater Charlottesville (HFHGC) is a non-profit organization creating simple, decent, affordable housing in partnership with low-income families, volunteers and the community of Greater Charlottesville. HFHGC Homes are built with a volunteer labor force including homeowner families, corporate, civic, and church groups. Additionally, Habitat owns and responsibly maintains two trailer parks with the eventual goal of redeveloping them as mixed-income communities for current and future residents.

Scope of Responsibilities:

The HFHGC Construction team builds 15-20 homes per year in partnership with volunteers, Homeowners, and subcontractors. While our Field Operations team works with volunteers, some work must be done with professional contractors. The Construction Superintendent is responsible for scheduling, coordinating, and QCing subcontracted work on 20+ Habitat houses per year. Superintendents are responsible for developing and achieving aggressive project schedules while adhering to high standards of quality and safety. This person will coordinate all subcontractors and ensure they adhere to individual project scopes and milestones.

Prerequisite Requirements:

- 7+ years of relevant experience
- Familiarity and experience with residential construction in City of Charlottesville and Albemarle County
- Familiarity with sustainable and green building practices to include EarthCraft and Energy Star ratings. Familiarity with Energy star a plus.
- Proven ability to teach building skills, lead groups and work well with people of diverse skill levels and backgrounds.
- Excellent delegation and leadership skills.
- Considerable knowledge and experience in the construction/contracting business. Class A or B contractor's license a plus.
- OSHA training preferred.
- Ability to work well with diverse populations including sponsors, partner families, staff, community leaders, board members, and other volunteers
- Strong organizational skills including ability to multi-task effectively
- Strong communication skills (both verbal and written)
- Strong computer skills including Smart sheets, Word, Excel, Outlook, and Microsoft Project
- Ability to remain calm and focused in a constantly changing environment

- Professional appearance at all times (to include no altered shirts, political or other potentially offensive comments, etc.) befitting the public face of Habitat on the job site
- Positive attitude and passion for community service
- Foreign language a plus

Responsibilities:

- Provide leadership to construction projects designated by Director of Construction; to include all subcontractor scheduling
- Coordination of all day-to-day subcontracted labor for assigned construction projects
- Design and provide detailed project schedules with critical milestones
- Achieve set critical milestones or provide updated Project Plans
- Analyze job requirements, define project standards, determine resource requirements, and establish production schedules and deadlines
- Ensure that houses are built in accordance with current building codes, and HFHI and HFHGC requirements (including any additional standards set forth by the Board)
- Train HFHGC staff and volunteers in construction techniques, project planning, and sub management.
- Must properly use and maintain Habitat property and equipment
- Plan for each workday to ensure all necessary material and human resources are on site and available before the start of any and all build days.
- Coordinate all necessary municipal inspections for assigned houses throughout construction process
- Work with Purchasing Supervisor to ensure all necessary materials and tools are onsite to complete scheduled tasks; confirm material takeoffs to ensure efficiency
- Provide estimating, tracking, and documenting of construction costs
- Perform routine inspections of assigned houses to ensure quality control
- Manage and adhere to the project budget of each project assigned.
- Ensure that Habitat safety policies are strictly followed on site
- Ensure that assigned project sites are safe, clean, and orderly at the end of each work day
- Coordinate and execute safety training to paid construction staff and volunteer Crew Leaders
- Be knowledgeable about Habitat's mission and convey it effectively.
- Suggest potential advantageous building practices and material cost saving opportunities to Director of Construction and Construction team.
- Help to develop HFHGC best practices, house description, and construction techniques and Adhere to all established practices as determined by DOC or Construction team
- Advise Director of Construction on current and future practice and design issues and how they impact our model of building
- Balance critical path objectives with maximized volunteer engagement
- Utilize Habitat's administrative tools for job management, e. g. the construction manual, safety guidelines, ordering forms, POs, etc.
- Maintain Habitat tools, vehicles, and equipment as assigned utilizing and adhering to HFHGC's asset management and inventory processes.
- Perform other duties as assigned by Director of Construction