



JOB DESCRIPTION: Site Superintendent

Primary Role: The Site Superintendent coordinates the construction of safe, decent, affordable housing by:

- Supervising and leading on-site construction, including the construction site supervisors and crew leaders, as well as construction volunteers.
- Creating a positive and encouraging work atmosphere.
- Ensuring that safety guidelines are followed on-site and that adequate training is provided to construction team and daily volunteers.
- Being responsible for seeing that homes are built in accordance with applicable building codes.
- Being skilled in detailed techniques and principles of construction, construction scheduling, procurement, budgeting, warranty program and continuous improvement.

Responsibilities:

Construction Activities:

- Assist in developing plans and specifications.
- Develop good working relationships with subcontractors.
- Work with various county and municipal staff on inspections and specifications as required.
- Maintain and ensure on time and on-budget completion of homes.
- Ensure that team is meeting all standards related to affiliate green building and energy efficiency practices and other building programs in which the affiliate may be involved.
- Responsibility to provide staffing, volunteer leadership, and adequate materials and tools to create excellent volunteer experiences on construction sites.
- Monitor site recycling, material reuse, and material storage activities.
- Maintain tools and equipment inventory. Coordinate tools and equipment among construction sites.
- Oversee completion of "punch-list" items.
- Conduct walk-through inspection with family upon completion of the home. Work with Assistant Executive Director in providing necessary warranty cards and manuals for the homeowner.
- Work with partner families with call backs, warranty issues, or maintenance advice.

Supervisory Role:

- Coordinate with staff for optimal and efficient volunteer coverage.
- Ensure proper training and instructions on Habitat's construction practices and safety procedures are given to all volunteers.
- Enforce safety policy and OSHA safety standards on site.
- Recruit, train, and oversee a team of site supervisors and crew leaders to support the building efforts of the affiliate.
- Ability to supervise volunteers with a variety of skill levels and patience to explain and teach various skills.
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Communication:

- Work closely with the Assistant Executive Director, coordinate weekly and monthly schedules as well as long-term planning for volunteer needs.
- Attend All Staff Meetings.
- Turn in paperwork and timesheets in a timely manner.

Administrative Responsibilities

- Properly code and approve invoices and sales slips for purchased materials and all other construction-related expenses.
- Document in-kind donations and communicate these with the accountants

Skills and Personal Characteristics:

- Dedication to and ability to articulate the mission of Blue Spruce Habitat for Humanity
- Detailed knowledge of techniques and principles of residential construction.
- Knowledge and understanding of local and state building codes.
- Skill in using machines, equipment, and specialized tools used while performing work.
- Ability to plan, schedule, prioritize, coordinate, delegate and manage multiple work activities.
- Demonstrated administrative, communication, financial and leadership skills.
- Attention to detail and overall quality control.
- Technical understanding of land and infrastructure design and ability to read and interpret building plans and specifications.
- Strong organizational and team management skills.
- Strong interpersonal skills, dealing well with a variety of people, personalities and backgrounds.
- Excellent communication and public relations skills.

Education, Experience:

- Experience in the residential construction industry.
- Experience managing volunteer construction programs.
- Experience managing teams of skilled professionals.
- Basic mathematical aptitude to calculate building measurements, quantities, etc.
- Safety and first-aid training for emergencies on-site.
- Basic computer skills.
- Background check required.

Physical Requirements Necessary to Perform This Job:

Ability to perform in a construction setting – lifting, climbing, working at heights, etc.

Reports to: Construction Manager

Employment Status: Full Time Equivalent

Salary: Competitive pay and benefits package. Compensation is dependent on experience.

Send Resume to George Johnston, Construction Manager, at jobs@bluesprucehabitat.org