



**POSITION DESCRIPTION**

<b>Title: Construction Superintendent</b>	<b>Employment Status: At-Will</b>
<b>Department: Construction</b>	<b>FLSA Status: Full-Time - Exempt</b>
<b>Reports to: Director of Operations</b>	<b>Supervises: Construction manager, site supervisor and daily volunteers</b>

**MISSION:**

*Seeking to put God’s love into action, Pikes Peak Habitat for Humanity brings people together to build homes, communities, and hope.*

**GENERAL DESCRIPTION:**

The Construction Superintendent is responsible for supervising residential structures from foundation completion through final construction (receipt of Certificate of Occupancy). This position reports to the Director of Operations and is responsible for direct site management of new home and rehab/remodel construction as required.

**CORE RESPONSIBILITIES:**

**1. Construction Management**

- a) Responsible for all aspects of construction management, including planning, scheduling, supplier and product selection and management, subcontractor trades selection and management, and coordination of staff and volunteer training and resources.
- b) Plans and executes production goals to ensure success of the organization’s strategic plan for completed housing units. (New, rehab)
- c) Establishes internal structure and processes required to meet objectives and manage day-to-day operations.
- d) Responsible for other tasks as required for successful completion of construction projects and management of resources.
- e) Assists in the review and approval of master building plan development and revisions as needed.
- f) Weekly work plan development ensuring each construction site has adequate materials, subcontractor scheduling, and appropriate volunteer tasks schedule as needed.
- g) Preparation of weekly status updates to be shared with Director/Team members.
- h) Periodic review and resolution of existing Habitat homeowner warranty repairs consistent with thirty (30) day and twelve (12) month periods.

**2. Program Management**

- a) Establishes program requirements and metrics for each program. (New, rehab)
- b) Monitors, reports and develops corrective actions as needed to ensure that housing products continually meet or exceed established standards.
- c) Coordinate required safety practices – ensure use of equipment and/or protective measures for volunteers or other construction trades/suppliers.
- d) Purchasing materials and subcontracts economically and expeditiously for projects assigned, including obtaining in-kind materials from HFHI and local vendors.
- e) Identifies and initiates opportunities to reduce project costs and create operational efficiencies.

- f) Efficient coordination of field and office activities, including job scheduling activities with Homeowner Services, Finance and Development.
- g) Company liaison with vendors and contractors, including but not limited to architect, engineers, electricians, HVAC, and plumbing.

### **3. Human Resource Management**

- a) Supervises construction supervisors and construction volunteers.
- b) Sustains a collaborative environment to ensure positive, effective, and efficient working relationships between construction staff and all other departments of the organization, as well as suppliers, contractors, future homeowner families and volunteers.
- c) Encourages utilization of volunteer support throughout the department.
- d) Maintains professional, discrete communication and does not pass along information that may be considered private and protected information to future homeowner families, volunteers, donors, vendors, and other staff.

### **4. Communication & Planning**

- a) Works with staff to develop annual work plans and measurements for personnel accountability and program efficiencies.
- b) Monitors program activities and reacts to impacts of unplanned events.
- c) Facilitates meetings with diverse participants.

### **5. Leadership**

- a) Enhances the department's culture by reinforcing the affiliate's core values and fostering a positive work environment.
- b) Effectively learns, practices, and communicates Habitat's core values to volunteers, future homeowner families, suppliers, and contractors.
- c) Maintains a working knowledge of best practices and significant developments and trends in the field of residential construction.
- d) Manages Building/Construction Committee and participates in HOA committees as needed.

### **KNOWLEDGE & SKILLS:**

- Ability to balance leadership and management roles within a growing department. Self-starter and ability to work independently.
- Solid knowledge of residential construction, personnel supervision, and supplier and program management including supervisory experience with trade contractors.
- Successful project management experience and ability to manage multiple projects simultaneously.
- Works as an effective and proactive team player. Collaboration, networking and relationship-building skills.
- Able to identify, evaluate, problem solve and give direction regarding problem resolution for individual and department-wide issues. Position requires an ability to effectively manage conflict.
- Makes decisions and solves problems independently and effectively. Ability to think and act decisively.
- Exceptional communication skills.
- Excellent interpersonal skills with diverse types of people.
- Positive, optimistic outlook that fosters an upbeat work environment.
- Ability to understand and analyze the implications of project financial performance.

### **EDUCATION, EXPERIENCE:**

- HS diploma or equivalent required, with significant residential construction supervisory experience. BA/BS preferred.

- Residential Class C general contractor’s license preferred -- or willingness to acquire same on a priority basis.
- 3 or more years of direct on-site experience with increasing responsibility in an applicable setting.
- Thorough understanding of and project management experience in the residential home construction process.
- Knowledge of applicable residential building codes.

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

- Ability to work effectively in both office and construction site environments.
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- Some weekend and evening hours required.
- Ability to adequately traverse a residential construction job site; climbing, jumping, lifting, carrying (minimum 50 lbs.) or other similar activities as required.
- Ability to evaluate completed construction tasks/stages for their correctness.
- Ability to communicate assigned tasks or to convey information to staff and volunteers.
- Ability to maneuver typical construction site obstacles.

**WORK ENVIRONMENT AND CONDITIONS:**

- Exterior working environment during a variety of weather conditions.
- This is a full-time position Tuesday - Saturday 8am-4:30pm, schedule consisting of 40 hours per week.
- Ability to drive all construction vehicles and pull trailers as required and be insured.
- Able to drive in metro area to reach construction sites.

**EQUAL EMPLOYMENT OPPORTUNITY:**

Pikes Peak Habitat for Humanity complies with all applicable Equal Employment Opportunity laws. Employment decisions are made without regard to race (including characteristics associated with race such as hair texture, hair type, and protective hairstyles), color, religion, sex, sexual orientation, gender identity, transgender status, national origin, disability, pregnancy, age (40 or older), genetic information (including family medical history), marital status, military status, lawful conduct outside of work, membership or non-membership in a labor organization, or status in any other group protected by federal, state or local law.

**COMPENSATION AND BENEFITS:**

- The hiring range for this position is projected to be \$58,000 to \$75,000, depending on experience.
- All full-time Pikes Peak Habitat for Humanity employees are eligible for the following employee benefits:
  - Medical/Life/Dental/Vision Insurance/401(k) Retirement Program with employer match up to 4%/Accrued Vacation and Sick hours/Paid holidays.

**APPLICATION TIMELINE & INSTRUCTIONS:**

- Position will remain open until filled
- Apply on our website at [pikespeakhabitat.org/employment](https://pikespeakhabitat.org/employment)
- Upload C.V./Resume
- Upload cover letter explaining how you meet/exceed the position’s preferred levels of education and experience contained within this job description
- **NO PHONE CALLS, EMAILS OR PERSONAL INQUIRIES**