

# Habitat for Humanity of Wake County (Habitat Wake)

## Construction Superintendent - Construction

Salary Grade (starting salary)

\$30,000 annually, more depending upon experience and qualifications

Center Office: Construction Department

### SUMMARY:

The Construction Superintendent (CS) reports directly to the Construction Manager, and manages the construction of safe, decent, affordable housing by leading on-site construction staff, procuring construction materials, directing the activities of volunteers, and scheduling and overseeing the work of paid sub-contractors. The CS is responsible for seeing that homes are built in accordance with applicable building codes and to the technical and appearance requirements of the Affiliate. The CS is required to understand detailed techniques and principles of house construction starting with the digging of footings and finishing with the warranty program.

### Work Performed: (All are "E.")

- Supervise and coordinate all aspects of construction on houses (currently 20 to 40 annually for the department), including: preparing house build schedules using the standard format shown in the Affiliate Critical Path, scheduling city/state inspections, daily on-site work, preparation for workday activities, safety monitoring of work, and overall quality control.
- Meet or exceed all schedule deadlines.
- Manage the worksite such that it meets all Affiliate safety and housekeeping requirements, and all applicable OSHA requirements.
- Supervise and coordinate all work of paid subcontractors, including: scheduling, adherence to building codes & inspections, and overall quality control.
- Train and supervise all full-time AmeriCorps members, volunteers, and volunteer site supervisors in construction work, safety, and adherence to Habitat's guidelines & policies. This supervision is of large groups averaging 200+ people per week.
- Create, implement, and maintain integrity of build schedules, work lists, and quality inspection checklists for all construction sites.
- Work in conjunction with other Construction Superintendents in training and supervision of AmeriCorps members, their daily activities, and their program curriculum.
- Work in conjunction with other Construction Superintendents in daily/weekly coordination of build schedules, volunteer groups, prioritization of tasks, and ordering of supplies.
- Order supplies and materials for each house under construction, including coordination of deliveries/pick-ups, personal travel to & from vendors, and verify correct purchasing. Ongoing involvement with approximately 50+ vendors/suppliers.

- Communicate and directly coordinate with all outside partners to construction department, including: paid subcontractors/vendors, volunteer groups & leaders, house sponsors, homeowners, AmeriCorps coordinators, and community/city staff.; this happens on daily/weekly basis via telephone, e-mail, fax or in person.
- Coordinate and communicate with homeowners, including: update of their home build schedule, selection of custom options (e.g. color schemes, materials, and layout), coordination/delivery of their personal additions to house build (e.g. appliances, fixtures, wood flooring), move-in dates, and after move-in punchlist/warranty items.
- Educate homeowners to homeownership duties, including: walk-throughs upon completion of construction, teaching of homeowner classes, and evaluating on-going homeowner/community needs.
- Create and maintain accurate and informational build schedules to aid in construction process, and also be accessible information to other Habitat staff, partners, or outside parties.
- Read and interpret building plans and specifications relative to construction process, in accordance to building codes and historical district requirements.
- Correct or solve problems and issues of construction that happen prior to and during the building of homes (e.g. incorrect plan submittals, overestimation of material orders, inadequate quality control) to minimize or eliminate punchlist items on the pre-move-in inspection and homeowner warranty concerns after move-in.
- Implement and update the construction manual for daily use by staff, volunteers, and outside parties.
- Adhere to purchasing policies and procedures, including the preparation of purchase requisitions, proper coding and tabulating of invoices and sales receipts of purchased materials/services.
- Coordinate site organization & facilities including: storage containers, site cleanliness, recycling bins & pick-up, material reuse, and waste reduction.
- Monitor the work site to report any accidents and incidents to Affiliate management by utilizing the proper procedures and forms.
- Actively explore/contact resources for material donations, discounts, or Gift-In-Kinds (GIK's). Submit periodic GIK applications to Habitat for Humanity International's PartnerNet.
- Coordinate special construction projects, including: community fundraisers, events or awards ceremonies that involve construction of facilities (e.g. stages, handicap ramps, bridges, playhouses, Santa's workshop, sawhorses, etc.)
- Implement and maintain construction involvement with such programs as Advanced Energy's SystemVision™ and Healthy Built Homes Program, the HBA Green Building Initiative, AmeriCorps™, and Habitat Wake's DeConstruction/ReUse material resourcing.
- Assist the Construction Manager with the submittal of permits, contacting subcontractors, following the Warranty Program (homeowner punchlist/warranty work), creation of RFPs for the vendor and subcontractor bidding process, and other work as required.
- Assist at Habitat Wake's events, including: home dedications, Builders Blitz, fundraisers.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (All are "E.")

- Effective management of people, time, and resources, preferably within large groups, and across a number of job sites simultaneously.
- Knowledge, understanding, and appreciation of the mission, goals, and philosophy of Habitat for Humanity of Wake County and its current plan of work and an ability to articulate those effectively to a variety of audiences.
- Multi-tasking of coordination, scheduling, supervision, and teaching.
- Construction related experience, involving all aspects (e.g. carpentry, foundations, siding, roofing, skilled trades, finishing, etc.)
- Knowledge and understanding of current historical district requirements, North Carolina Building Code, and all other relevant Wake County municipalities' codes, with ability to interpret and explain to novices.
- Leadership in supervisory role, and willingness to take initiative.
- Strong decision making abilities to accomplish tasks quickly and efficiently.
- Critical thinking and troubleshooting. Working in an ever-changing environment where there is a need to encounter problems head-on and to resolve them with creative solutions.
- Business skills/maintenance of finances. Adherence to Habitat Wake budgeting, job-costing, and coding of invoices.
- Communication: in-house (with other Habitat Wake staff in meetings, e-mail updates, etc.), out-of-house (e-mail updates, faxes, phone, in person, etc.). Includes excellent oral, written, and illustrative skills.
- Awareness of social/community issues (e.g. poverty, affordable housing, community service, urban redevelopment)
- Diversity training/experience. Working in an environment with people of varying ethnicities, religions, socio-economic backgrounds.
- Safety/First-Aid training for emergencies on-site.
- Attention to detail and overall quality control.
- Technology skills with computers, faxes, phones, photocopiers, calculators, etc.
- Current driver's license and vehicle. Helpful if experienced in operating heavy machinery.
- Flexibility to work evening and weekend hours as needed for meetings and projects.
- Ability to establish and maintain excellent working relationships with manager, co-workers, and other Habitat Wake staff. Ability to work as part of a functionally diverse team.
- Ability to create, sustain, and grow relationships with Habitat homeowners to instill the skills, knowledge, and pride required for successful homeownership, dynamic neighborhoods, and an enduring commitment to Habitat.
- Demonstrated skill in professionally representing oneself at all times.

MACHINES, EQUIPMENT AND SPECIALIZED TOOLS APPROPRIATE TO FUNCTION INCLUDE: (All are "E.")

Power tools, hand tools, ladders, scaffolding, and various other construction tools.  
Work vehicles: pick-up trucks, large loading vehicles, heavy machinery.  
Laptop computer, telephone, Nextel Direct-Connect cell phone, fax, copier/scanner.

#### SUPERVISORY CONTROLS:

The CS works in coordination with the Construction Manager, and is responsible for keeping the Construction Manager and staff updated on construction status through regular meetings. Formal reviews are held annually by manager.

#### GUIDELINES:

Adherence to Construction Department's strategic plan, included within Habitat Wake's overall plan and mission. Additional employee guidelines are provided in the Habitat Wake Policy and Procedure Manual. All construction practices are in accordance with North Carolina Building Codes, and specific municipalities building codes.

#### COMPLEXITY:

Responsibilities involve multi-tasking several activities with differing deadlines, importance, and stake-holders requiring exceptional ability to organize and prioritize work and manage time. Ongoing training (e.g., building techniques, practices, materials, etc.) is critical.

#### SCOPE AND EFFECT:

Errors in work performance may damage relationships with numerous stakeholders both internally and externally resulting in delays or losses of funds raised, or even loss of donors which may cause serious operational disruptions due to lack of financial resources. Communications aspects of the role also carry significant risk should public relations matters be handled in a way that was inaccurate, unprofessional or unethical. Failure to perform this role to the highest ethical standards would also create very negative outcomes. Inability to consistently manage and meet project deadlines within budget would also create very negative outcomes. Alternately, effective performance of this position offers tremendous opportunity for the affiliate's image and mission to be heightened and broadened

All work must comply with applicable laws and building codes, as well as Habitat Wake's guidelines, policies, and mission statement.

CONTACTS:

The CS has frequent contact with other Habitat Wake staff, families, volunteers, and sponsors; as well as city inspectors, sales reps. and suppliers, and sub-contractors.

PHYSICAL DEMANDS:

Ability to perform in a construction setting - lifting, climbing, working at heights, operating equipment, etc.

WORK ENVIRONMENT:

Work is performed on both the construction sites and in the office, with a great deal of travel between.

SUPERVISORY RESPONSIBILITIES:

The CS will supervise AmeriCorps members, paid subcontractors, volunteer site supervisors, their work and all volunteers that they oversee.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

High School graduate or GED; a Bachelor's degree is ideal. Three or more years of experience in the residential construction industry directly related to house construction. Experience leading and supervising volunteers or other unskilled labor is a must.

NOTE:

In accordance with the American with Disabilities Act of 1990, the "essential functions" of this position listed under the sections "Work Performed," "Knowledge, Skills, and Abilities Required," "Physical Demands," and "Machines, Equipment, and Specialized Tools Appropriate to Function" are designated with an "E."

Last updated February 21, 2008