

About Habitat for Humanity of Wake County

Habitat for Humanity of Wake County (HFHWC) changes lives by bringing together God's people and resources to help families in need build and own quality affordable homes in safe and supportive communities. Since 1985, HFHWC has partnered with homebuyers, donors, and volunteers to build more than 750 safe, affordable, energy-efficient homes in all parts of Wake and Johnston counties.

Position Overview

The **Warranty & Repairs Superintendent** is responsible for managing the construction, repairs and/or rehabilitation of safe, decent, affordable housing in accordance with applicable building codes and to the technical and quality requirements of HFHWC. The **Warranty & Repairs Superintendent** will lead on-site construction staff and AmeriCorps, directing the activities of skilled and unskilled volunteers, and scheduling/overseeing the work of paid sub-contractors.

The responsibilities of the **Warranty & Repairs Superintendent** include, but are not limited to:

- Supervise and coordinate warranty databases of over 100 at any given time. Coordinate in conjunction with Homeownership & Construction Manager (HCM) to complete warranty tasks as assigned;
- Supervise and coordinate all aspects of construction on assigned houses (currently 60+ annually for the department), including;
- Maintain house build schedules provided in start packs;
- Make appropriate request for materials, scheduling city/state inspections, daily on-site work;
- Advance preparation for volunteer work day activities;
- Supervise and coordinate all work of paid subcontractors, including: scheduling, adherence to building codes and inspections, and overall quality control;
- Train and supervise all on-site volunteers and AmeriCorps members in construction practices, safety, and adherence to Habitat's guidelines and policies;
- Maintain the integrity of worklists and quality inspection checklists for all construction sites;
- Work in conjunction with Construction Production Manager or senior Construction Superintendents in managing AmeriCorps members, their daily activities, and their program curriculum;
- Communicate and directly coordinate with all outside partners to the construction department, including: paid subcontractors/vendors, volunteer groups and leaders, house sponsors, homeowners, AmeriCorps coordinators, and community/city officials;
- Serve as an excellent ambassador of HFHWC and its mission to volunteers and the local community;
- Account for materials and supplies received for each house under construction, by counting and signing off on deliveries;

- Educate homeowners to homeownership duties, including: walk-throughs upon completion of construction, teaching of homeowner classes, and evaluating on-going homeowner/community needs;
- Read and interpret building plans and specifications relative to the construction process, in accordance to building codes and historical district requirements;
- Report or document 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 punch list items on the pre-move-in inspection and homeowner warranty concerns after move-in;
- Coordinate daily housekeeping and organization, including: storage containers, site cleanliness, recycling bins & pick up, material reuse, and waste reduction; and
- Participate in special construction projects for community fundraisers, events or award ceremonies that involve construction of facilities (e.g. stages, handicap ramps, bridges, playhouses, Santa's workshop, sawhorses, etc.) as well as attend Habitat Wake events including: dedications, Builders Blitz, and staff meetings.

To be successful in the **Warranty & Repairs Superintendent** role, you will be:

- A person with construction knowledge and experience involving all aspects (carpentry, foundations, siding, roofing, skilled trades, finishing, painting, landscaping, etc.) of residential construction both remodels and new construction;
- Willing and able to work with, schedule, and manage sub-contractors on the jobsite;
- Understanding of green building principles and programs; and
- Experienced using and maintaining tools to communicate in clear, open, and thoughtful manners.

Application Process for the **Warranty & Repairs Superintendent** role:

- If interested, please apply on [Indeed](#).

Habitat for Humanity of Wake County is a drug free workplace, participates in E-Verify, conducts pre-employment screenings, and is an Equal Opportunity Employer.