

About Habitat for Humanity of Wake County

Habitat for Humanity of Wake County (HFHW) 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

Reporting directly to the Director of Construction, 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:

- Under direct supervision of Director of Construction, primary focus is to supervise and coordinate warranty databases of over 100 at any given time. Coordinate in conjunction with Homeownership & Construction Manager to complete warranty tasks as assigned.
- Under direct supervision of Director of Construction, 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, making appropriate request for materials, scheduling city/state inspections, daily on-site work, advance preparation for volunteer work day activities, maintaining a safe work site environment by filing weekly safety reports that includes all injuries and unsafe conditions, overall quality control and meet or exceed all schedule deadlines. For this position, a focus on anywhere from 1-5 recycle home projects within the year.
- Under direct supervision of Director of Construction, supervise and coordinate all work of paid subcontractors, including: scheduling, adherence to building codes and inspections, and overall quality control.
- Under direct supervision of Director of Construction, train and supervise all on-site volunteers and AmeriCorps members in construction practices, safety, and adherence to Habitat's guidelines and policies. This supervision is of large groups averaging 40-180 volunteers per week.
- Under direct supervision of Director of Construction, maintain the integrity of worklists and quality inspection checklists for all construction sites.
- Under direct supervision of Director of Construction, work in conjunction with Construction Production Manager or senior CS in managing AmeriCorps members, their daily activities, and their program curriculum.
- Under direct supervision of Director of Construction, 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. This happens on a daily basis via email.

- At all times serve as an excellent ambassador of HFHWC and its mission to volunteers and the local community. Responsible for ensuring a positive volunteer experience and increasing the retention rate of volunteers.
- Accounting 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.
- 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.

Minimum Education and Experience Requirements:

- Bachelor's degree or at least 2 years of experience in the residential construction or remodeling/renovation industry (preference given to 2 years of experience as AmeriCorps member or staff at a Habitat affiliate).
- Experience leading/supervising unskilled volunteers
- Excellent communication skills with a strong passion for the organization's mission;
- Self-motivated with the ability to work independently and as part of a team and with great energy and persistence. Experience working with diverse constituencies;
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously and produce high quality results quickly and on time;
- Critical thinking, problem solving, accuracy and attention to detail;
- Current valid Driver's License and work type vehicle.

Application Process:

- If interested, please email a cover letter and resume brad.mchugh@habitatwake.org, jessie.elmore@habitatwake.org.

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.