

JOB OPENING

Candidates interested in applying for this position should review the essential job responsibilities and qualifications outlined below, and email salary requirements, current resume and cover letter to jobs@sandiegohabitat.org

JOB TITLE: CONSTRUCTION SUPERINTENDENT
Status: Fulltime – Exempt
Department: Construction
Reports to: Manager of Construction Field Operations
Date: September 2017

JOB SUMMARY:

The Construction Superintendent is responsible for all project related construction site supervision and provides overall onsite administrative and technical management of the construction project site. The duties of the Construction Superintendent include coordination of all field activities, and working with unskilled to skilled volunteers, while maintaining the project's schedule and providing quality control.

ESSENTIAL DUTIES INCLUDE BUT ARE NOT LIMITED TO:

Site Supervision

- Coordinate with staff to organize and plan for special events.
- Supervise daily construction efforts to ensure project is constructed in accordance with design, budget, and schedule requirements.
- Communicate site rules regarding safety procedures to volunteers and enforces those rules.
- Plan, coordinate, and supervise onsite volunteer functions along with material control and logistics.
- Provide technical assistance, construction document interpretation, and recommendation of construction methods and equipment as required.
- Assist Project Management in developing and implementing the project schedule, provide weekly project reports, and perform all necessary field paperwork as required.
- Supervise AmeriCorps National Direct and Vista members as assigned.
- Schedule and manage Building Department inspections and implement required corrections.

Training

- Provide construction skills training for volunteers of widely varying ability levels.
- Provide daily site safety meetings and continuous safety compliance.

Personnel Supervision

- Select and assign volunteers according to their abilities to the jobs that are needed
- Supervise AmeriCorps National Direct and Vista members as assigned
- Attend new hire AmeriCorps job interviews and assist with selection

QUALIFICATIONS

- Minimum five years of experience as a Construction Superintendent
- Ability to successfully perform the essential responsibilities of the position
- Prior teaching/volunteer experience preferred

REQUIRED SKILLS/KNOWLEDGE/ABILITIES

- Technical Skills-thorough knowledge of all aspects of construction including technology, equipment, and construction methods required for effective performance by subcontractors, volunteers, and partner families.
- Organization Skills-the ability to set priorities, assign tasks, and function under deadlines and shifting priorities, and identify and resolve problems.
- Must be able to communicate appropriately with all kinds of individuals and remain consistent in keeping a professional demeanor at all times.
- Supervisory Skills-ability to engage, train, supervise and evaluate a range of personnel who perform a variety of trades.
- Communication-Consistently provides timely information to skilled and unskilled volunteers on the job site.
- Team Motivation-Ability to manage large work groups and to motivate volunteers and staff by making good performances rewarding and satisfying.
- Open and welcoming of people of any faith or no faith, individuals of diverse populations, and socio-economic backgrounds.
- Commitment to nonprofit service with an interest in the mission of increasing affordable housing in San Diego County.
- Demonstrates a high level of ethics, integrity, diplomacy and initiative.
- Computer literacy in MS Office applications Outlook and Word.

LANGUAGE SKILLS:

- Ability to read, write, and speak English fluently
- Ability to speak and understand Spanish a plus

PHYSICAL REQUIREMENTS:

- Ability to continuously stand or walk for eight hours per day
- Ability to bend, reach, climb stairs and lift frequently
- Ability to lift up to 50 pounds occasionally
- Ability to verbally communicate clearly in-person and on the telephone
- Visual acuity sufficient to satisfactorily perform and review construction work to ensure building safety and quality control

WORK ENVIRONMENT:

- Regular Schedule: Tuesday-Saturday
occasional work outside regular work schedule is expected
- Average 40-45 hour work week

- Paid time off, holidays, and employee and family health, dental and vision benefits

SPECIAL CONDITIONS:

- A background screen will be conducted
 - Valid California Driver's License and good driving record
 - Ability to drive throughout the San Diego region
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To apply, please send the following materials to
jobs@sandiegohabitat.org:

In Subject Line: "Construction Super"

- **Cover Letter**
- **Resume**
- **Salary Requirements**