JOB OPENING

This is great opportunity for an experienced Residential Construction Superintendent. This is a working superintendent position and also requires you to bring your leadership qualities and have a personality that can work well with volunteers!

*This position is full-time, salaried offering stable year-round employment with work life balance and full benefits that include medical, dental and vision, life insurance, long-term disability, employee assistance program (EAP), Flex Savings Account (FSA), 403b retirement match, paid holidays, paid time off and company truck and gas card.*

We are growing as we work toward our (30) homes a year goal. San Diego Habitat is a great place to work – good team, steady work, and our office and field environments are the best; we pay well and we work for an outstanding mission!

Candidates interested in applying for this position are encouraged to review the essential job responsibilities and qualifications outlined below. To be considered, submit the following materials via Email to [jobs@sandiegohabitat.org](mailto:jobs@sandiegohabitat.org) with “Construction Super” in Subject Line: **SALARY REQUIREMENT, RESUME and COVER LETTER along with a completed Employment Application @ https://www.sandiegohabitat.org/About-Us/Employment-Volunteer-Opportunities**

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**JOB TITLE:** RESIDENTIAL CONSTRUCTION SUPERINTENDENT  
**Status:** Fulltime – Exempt  
**Department:** Construction  
**Reports to:** Director of Construction  
**Date:** August 2019

**MISSION | What We Do:** San Diego Habitat for Humanity brings people together to build homes, communities, and hope. Habitat was founded on the conviction that every man, woman and child should have a simple, decent and affordable home to live in dignity and safety.

Habitat builds houses for affordable homeownership on donated or reduced-cost land throughout San Diego County. We also work with communities to revitalize neighborhoods and repair houses of existing homeowners in cities where we build new homes. We have built homes in San Diego, El Cajon, Imperial Beach, Carlsbad, Escondido, Oceanside, Lakeside, and National City.

San Diego Habitat is gearing up to build 30 units per year within 48 months. Habitat builds homes with volunteers (mechanical, electrical and foundations are subbed out). Fundraising efforts that include in-kind materials, corporate partnerships and volunteer labor all help to keep homes more affordable.

**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 Construction Superintendent is responsible to manage a residential construction site, project related site supervision, and provide overall onsite administrative and technical management of the new construction. The duties of the Construction Superintendent include coordination of all site activities, and working with unskilled to skilled volunteers, while maintaining the project’s schedule and providing quality control.

**ESSENTIAL JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

**Site Supervision**
- Lead daily construction of residential homes with mostly unskilled volunteers from corporations, faith organizations and veteran or active military groups, and interested individuals (foundations, mechanical and electrical are subbed out)
- Supervise daily construction efforts to ensure project is constructed in accordance with design, codes, budget, and schedule requirements
- Communicate site rules regarding safety procedures to volunteers and enforce those rules
- Coordinate with staff to organize and plan for corporate sponsor events on build site
- 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 construction management in developing and implementing the project schedule
- 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**
- Assign volunteers according to their abilities to the jobs that are needed
- Cultivate “regular” volunteers to provide ongoing site support
- Supervise and mentor AmeriCorps National Direct and Vista members as assigned
- Perform all work in the utmost safe manner, with integrity, humility, and respect of others

**Administrative**
- Manage all necessary paperwork to include construction material purchase receipts and invoices and code for payment
- Provide project reports and weekly updates
- Participate in weekly construction staff meetings

*Other duties as assigned*

**QUALIFICATIONS**
- Minimum of 10 years of hands on experience in all phases of residential construction
- Minimum of 5 years as a construction site superintendent
- Must have the ability to read construction plans, manage plan changes and speak effectively with city building inspectors and city department personnel on issues that arise during each phase of construction.
• Must possess the ability to work well with skilled and unskilled volunteers, professional trade partners and engineers.
• Excellent interpersonal, verbal and written communication skills
• Teaching and/or volunteer experience and background in non-profit organizations a plus

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.
• Safety—Demonstrates a commitment to a culture of safety in all aspects of construction, proactive daily awareness, training and maintenance of a safe and tidy job site at all times. Lifting, carrying, climbing, use of power tools, weather/heat tolerance.
• Organization Skills—the ability to set priorities, assign tasks, and function under deadlines and shifting priorities, and identify and resolve problems.
• Communication—Consistently provides timely information to all kinds of 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 volunteers and trade personnel who perform a variety of trades.
• 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, ladders 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:
• 90% OUTSIDE: Works in outside conditions that occasionally include inclement heat. Noise level will be loud at times.
• 10% INDOORS: Non-smoking, professional office environment and fast paced and open office working environment with multi-level distractions
• Regular Schedule: Tuesday-Saturday
• Occasional work beyond regular work schedule is expected
• Average 40-45 hour work week
SPECIAL CONDITIONS:

- Must be able to pass background check (In accordance with state and county law: convictions do not necessarily rule out employment, it depends on the nature and severity of the conviction and is evaluated on a case by case basis, check is conducted on last 7 years only.)
- Valid California Driver’s License and good driving record
- Ability to drive throughout the San Diego region
- Ability to drive large pickup, box and stake bed trucks
- Ability to drive throughout the San Diego region
- Ability to be insured under company insurance

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San Diego Habitat for Humanity is an equal opportunity employer. San Diego Habitat strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply. Reasonable accommodation is available for qualified individuals with disabilities, upon request.