**Construction Superintendent**

**Organization:** Helena Area Habitat for Humanity **Office** **Location:** Helena, Montana

**Status:** Exempt, Full-time position (General schedule: 8-5 Tuesday-to-Saturday)

**Reports to:** Construction Manager

**Salary:** $52,000 to $57,000 annually (depending on experience)

**Summary/Objective:** The Construction Superintendent is responsible for organizing and leading all hands-on construction activities in order to successfully complete the construction of homes using the Mutual Self Help and Habitat for Humanity construction methods. The Construction Superintendent role encompasses two primary functions:

1. **Volunteers and Partner Families** - Directs, teaches, and works alongside groups of families and volunteers in the construction of 4-6 homes at a time.
2. **Site Coordination** - Completes critical site coordination activities to ensure all phases of construction are completed according to the project schedule.

**Commitments:**

Mission commitment – committed to Habitat’s mission and values and consider them as a framework for all professional decisions.

Diversity commitment – compelled by our Koinonia roots to put God’s love into action and pursue housing justice for all by driving diversity, equity and inclusion with accountability and trust while attracting and retaining diverse, mission-driven talent representative of the community we serve.

People commitment – dedicated to working effectively as a team member with staff, volunteers, homeowners, and other stakeholders from all races, faiths, and backgrounds.

Results commitment – goal-driven, results-oriented and committed to building quality, affordable homes, and recognize that each member of our team has a vital role in that goal.

Personal development commitment – committed to self-evaluation and ongoing professional development, striving to stay current with best practices in our work personally and as an organization.

**Volunteer and Partner Families Responsibilities:**

* Works closely with Construction Manager and Volunteer Manager to implement short-term and long-term volunteer production goals that are completed in a timely manner.
* Works closely with the Program Manager to understand the requirements of the Mutual Self-Help program, to prepare the Partner Families for the build cycle, and provides ongoing feedback regarding Partner Family performance. Refers any issues to the Program Manager as required.
* Adequately prepares the site and plans tasks for volunteer and partner families that ensures everyone is fully engaged in meaningful and productive work.
* Understands, implements, and models HHFH Safety Policy and strives to create a culture of safety where all volunteers, family partners and staff are accountable to one another. Identifies and corrects all safety hazards.
* Provides daily safety briefings, communicates daily production goals to workers, and provides clear and specific crew assignments.
* Monitors progress during the workday and adjusts crew assignments to ensure that daily objectives are met, and that work is completed in accordance with plans and permits.
* Identifies potential crew leaders and provides the necessary tools and training that encourages crew leaders to direct small volunteer teams.
* Treats Partner Families and volunteers with respect and dignity. Strives to make their construction involvement meaningful. Understands elements that contribute to successful volunteers and helps ensure that volunteers have a consistently positive, encouraging environment thus motivating them to return.

**Site Coordination Responsibilities:**

* Maintains a clean and well-organized worksite.
* Reports project status to Construction Manager. Includes material deliveries and returns, subcontractor performance, construction deficiencies and other activities that could impact construction progress. Notifies Construction Manager when phases of work are completed and ready for inspection.
* Performs all hands-on construction tasks required to prepare for volunteers, partner families and subcontractors in order to meet project deadlines.
* Receives building materials at the build site and reconciles purchase orders with inventory received.
* Ensures that the homes are move-in ready. Includes compiling final punch list items with the Construction Manager, completing the Project Final Checklist, preparing the home for final inspection, and communicating with Program staff to ensure the Partner Families complete the program successfully.
* Utilizes Buildertrend according to project needs and as directed by Construction Manager. Creates daily log entries, updates PO status, inputs timecards and completes To-Do’s as assigned.
* Maintains tool and equipment inventory. Maintains all necessary documentation in a timely manner.
* Supervises and/or performs homeowner warranty complaints and repairs, as needed.
* Completes additional tasks as directed by the Construction Manager.

**Special Work Requirements:**

* Ability to learn the USDA/RD program requirements for 502/523 programs.
* Ability to learn HHFH construction processes and methodologies.
* Ability to provide daily safety briefings and explain Habitat’s mission, housing program and vision to volunteers and partner families.
* A valid driver’s license is required with a good driving record and the ability to operate HFHH equipment and vehicles.
* Ability to lift 50+ pounds on a regular basis.
* Travel: <10%

**Required Education, Experience**

* 2-3 years construction experience required with an emphasis on Rough and Finish Carpentry and a knowledge of all phases of residential construction.

**AND**

* Knowledge of International Residential Building Codes and International Energy Conservation Code

**Preferred:**

* Experience working with volunteers.
* Experience with project management software.
* An introductory knowledge of residential building science and home performance.

Helena Area Habitat for Humanity is an equal opportunity, affirmative action employer.

Email a cover letter and resume to info@helenahabitat.org

About Habitat for Humanity: Founded in Americus, Georgia, USA, in 1976, Habitat for Humanity today operates around the globe and has helped build, renovate and repair more than 22 million homes worldwide.

About Helena Area Habitat for Humanity: HAHFH was founded in 1992 with a mission to eliminate substandard housing locally through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions.