

**Superintendent I** needed for Habitat for Humanity of San Antonio, a large non-profit, single family home builder and social service provider. We are seeking a proficient, results-oriented candidate with excellent skills for this position. If you are a fun, energetic, person with good project management skills and are looking for a meaningful job, with good pay, GREAT benefits, and a stable employer, we could be the place for you!

We work hard but celebrate families so we offer unique benefits like being closed from Christmas Eve through New Year’s Day as PAID holiday leave! We offer a reasonable work schedule, paid vacation, paid sick leave, a

great retirement plan with a generous employer match, paid employee health insurance with generous cost-sharing for dependent health, and many other benefits to help our employees take care of their own families.

# Qualifications:

* 2+ years’ experience building or renovating single family homes as a Superintendent or 3+ years as an Assistant Superintendent.
* Degree in Construction Science & Management is preferred not required
* Working knowledge of San Antonio residential building code and city inspection process.
* Ability to organize, plan, and oversee house building or renovation projects including quality control and site supervision with moderate input and oversight of Construction Department leadership.
* Ability to effectively multi-task to meet deadlines with minimal supervision.
* Team oriented with excellent people skills and ability to work well with a wide range of people.
* Strong written and oral communications skills.
* Willing and able to teach others basic residential construction techniques.
* Great organizational skills with proficiency in producing timely paperwork, adherence to policies and procedures, and managing expenses and activities within budget.
* Proficient computer skills of Microsoft Office software programs including Word, Excel, and Outlook.
* Must have and maintain a good driving record and a valid Texas driver’s license throughout employment duration.
* Must be able to lift, carry, push and pull weights up to 50 lbs, have use of fine motor skills, and be able to reach, grasp, stand, walk, climb, bend, and squat for extended periods of time every workday.

# Responsibilities:

* Build all assigned homes on schedule and on budget while meeting the Habitat for Humanity build quality requirements
* Maintain a safe, clean, and organized jobsite at all times.
* Schedule and manage subcontractors and subcontractor relationships
* Hold subcontractors accountable for the agreed upon schedule, quality of their work and the cleanliness of the jobsite
  + Lead volunteer build days. This will include leading a group of 25 – 35 volunteers on an assigned home in tasks such as framing, sheathing installation, window installation, door installation, siding installation, exterior trim installation, painting, cabinet assembly, cabinet installation, flooring installation, interior trim installation, shelving installation, hardware installation, punch work, cleaning, and landscaping.
  + Prepare assigned volunteer homes and the jobsite for volunteers build days. This includes making sure all necessary tooling, materials, and PPE are on site, organized, operational, cleaned, and secured.
  + Follow the Habitat build process and complete all required inspections and reports in a timely manner.
  + Complete homebuyer walk throughs as part of the home closing process.
  + Complete homebuyer punch lists prior to house closing.
  + Complete scheduled warranty visits and reports. Resolve warranty issues in a timely manner.
  + Transport construction materials to jobsites and other partner organizations.
  + Ensures necessary tools and materials are properly transported and securely stored and retained on site. Ensures accurate tracking of construction inventory received and used.
  + Teach homebuyer maintenance and repair classes as scheduled.
  + Keeps construction leadership informed of all site issues. Reports any issues in a timely manner.
  + Keeps construction leadership informed on all performance matters regarding employees and subcontractors.
  + Independently support and implement HFHSA’s ideas, mission, policies, goals, objectives, and management decisions in a positive and productive manner.
  + Ensures strict personal and departmental adherence to Habitat policies, procedures, and internal controls.
  + Demonstrates business-like social skills by accepting criticism constructively and controlling emotions in high stress or negative situations.
  + Pro-actively solves problems. Demonstrates effective reasoning ability by quickly analyze situations and understand what is wrong, or anticipate what is likely to go wrong then uses available information to develop potential solutions to a problem. Then chooses the best of those possible solutions if minor issue or, if major issue, communicate the options to construction leadership and seek guidance before implementing solutions.
  + Resolves minor site issues with staff, contractors, sponsors, volunteers, and neighbors within Habitat policies and procedures in a positive manner.
  + Oversee all building site construction activities of all project members including other staff, subcontractors, and volunteer workers. Ensure adequate workplace safety, effective and efficient use of staffing, positive volunteer and/or sponsor experience, appropriate subcontractor scheduling and performance verification resulting in passed inspections, as well as overall construction quality control.
  + Ensures all house-building activities are done in strict adherence to approved house plans, build manuals, build schedule, and written contracts.
  + Promptly completes event and accident reports and addresses discrepancies as necessary while striving to reduce material waste and loss. Analyzes worker or production problems and recommends solutions for lowering costs.
  + Reviews internal or third-party inspection reports and ensures deficiencies identified by AVP or executive management are corrected expeditiously and holds subcontractors accountable for deficiencies. Reports to AVP when subcontractor deficiencies are repeated on other builds. Provides written justification for not addressing an item identified as a deficiency needing correction or if it is later determined that a deficiency does not exist.
  + Performs other duties as assigned.

**EOE.** Interested candidates should submit a cover letter, resume, and preferred salary range to: Attn.: SUP I

* + - By email with “ Superintendent I” in the subject line to [jobs@HabitatSA.org](mailto:jobs@HabitatSA.org)