

Assistant Superintendent I

Posted: 2/3/25



Habitat for Humanity[®]

of San Antonio & Guadalupe Valley

Assistant 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!

Qualifications:

- 1+ years' experience building or renovating single family homes as a foreman or assistant superintendent
- High school diploma or GED
- Associates degree preferred
- OSHA 10 certification preferred
- Beginner written and intermediate verbal communications skill level
- Intermediate knowledge of the residential home building process
- Beginner knowledge of the 2021 International Residential Code (IRC)
- Beginner knowledge of the City of San Antonio residential inspection requirements and process
- Intermediate skill level driving a pickup truck and hauling a trailer. No CDL required
- Beginner skill level operating a forklift and skid steer
- Able and willing to teach others basic hands-on residential construction skills and techniques. This will include basic 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.
- Team oriented with the ability to work well with a wide range of personalities.
- Intermediate computer skill level with Microsoft Word, Outlook, and some experience with construction/project management software
- 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.

Essential Duties:

- Assist Superintendents with building all assigned homes on schedule and on budget while meeting the Habitat for Humanity build quality requirements.
- Assist Superintendents with scheduling, managing, and inspecting subcontractor work. Subcontractors should be held accountable for the agreed upon scope, schedule, quality of their work, and the cleanliness of the jobsite
- Perform all assigned tasks required to maintain a safe, clean, and organized jobsite at all times.

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- Transport construction materials and tooling to jobsites and other partner organizations. Transportation of materials and tooling occurs daily using Habitat trucks and trailers.
- Ensure necessary tools and materials are securely transported, stored and retained on site. Ensure accurate tracking of construction inventory received and used.
- 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. Ensure all house-building activities are done in strict adherence to approved house plans, build manuals, build schedule, and written contracts.
- Assist Superintendents with homebuyer walk throughs as part of the home closing process.
- Complete homebuyer punch lists in the scheduled timeframe.
- Complete scheduled warranty visits and reports. Resolve warranty issues in a timely manner.
- Assist with teaching the homebuyer maintenance and repair classes as scheduled.
- Keeps construction leadership informed of all site issues. Reports any issues in a timely manner.
- Promptly completes event and accident reports and addresses discrepancies as necessary while striving to reduce material waste and loss.
- Keeps construction leadership informed on all performance matters regarding employees and subcontractors.
- Resolves minor site issues with staff, contractors, sponsors, volunteers, and neighbors within Habitat policies and procedures in a positive manner.
- 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.
- Performs other duties as assigned.

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

- By email with **Assistant Superintendent I** in the subject line to jobs@HabitatSA.org