
Title:	Site Superintendent	EEO Classification:	Craft Worker
Department:	Construction	FLSA:	Non-Exempt
Reports To:	Construction Manager	Date Written:	06/30/2018
Status:	Full time	Date Revised:	08/28/2019

Position Summary:

The Site 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 Site Superintendent include coordination of all field activities, and working with unskilled to skilled volunteers, while maintaining the project's schedule and providing quality control.

Responsibilities:

Site Supervision

- 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 in developing and implementing the project schedule, provide weekly project reports, and perform all necessary field paperwork as required
- Coordinate with staff to organize and plan for special events
- Schedule and manage Building Department inspections and implement required corrections

Training

- Provide construction skills training for volunteers of widely varying ability level
- 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

Key Requirements:

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

Key Requirements (cont.)

- 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
- Demonstrates a high level of ethics, integrity, diplomacy and initiative
- Computer literacy in MS Office applications Outlook and Word

Physical Demands:

- 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

Special Conditions:

- A background screen and drug test will be conducted
- Valid North Carolina Driver's License and good driving record
- Ability to drive throughout the Greensboro region

Expected Hours of Work:

Days and hours of work are Tuesday through Saturday, 8 hour days, 40 hours a week. Occasional work outside regular work schedule is expected.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required for this position. All employees may have other duties assigned at any time.

Additionally, this document does not represent a contract of employment, and Habitat for Humanity of Greater Greensboro, Inc. reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

Habitat for Humanity of Greater Greensboro is an Equal Employment Opportunity organization

Habitat policy prohibits discrimination based on race, sex, color, creed, national origin, age, citizenship, mental or physical disability or veteran/reserve/National Guard or any other similarly protected status.

Employment with Habitat for Humanity Greater Greensboro is a voluntary one and is subject to termination by you or Habitat for Humanity Greater Greensboro at will, with or without cause, and with or without notice, at any time.

Employee Acknowledgment

As indicated by my signature below, I acknowledge that I have read and understand this job description and agree to comply with such.

Employee Printed Name: _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____