



Job Title: Repair Field Superintendent

Date Completed: May 28, 2021

Employment Status: Salaried, Exempt

Job Summary:

The Repair Superintendent is responsible for assisting the Construction Director for all Repair program/construction activities and continuing HFHMO's mission of eliminating poverty housing by providing safe, simple, well-constructed housing. Position maintains regular contact with staff, repair partner families, volunteers and various committees. Position requires working relationships with vendors, sub-contractors, architects, engineers, inspectors, and other city officials. This position supervises Construction Project Leads and/or AmeriCorps Crew Leads. This position reports to the Repair Project Manager.

Essential Duties and Responsibilities include the following; other duties may be assigned.

1. Assists other Affiliate staff on identifying and orientating potential partner families for home repair projects, Rock the Block events, and other neighborhood events.
2. Assists in creating project scopes of work and estimates for repair projects.
3. Heads up neighborhood events such as Rock the Blocks.
4. Heads repair project scheduling, permitting, material takeoff, procurement, and inspections.
5. Works with Construction Director and Repair Project Manager to align scopes/estimates with annual budgets.
6. Ensures progress and completion of multiple projects according to schedules.
7. Assures home-owner/partner family satisfaction by facilitating appropriate interaction of Subcontractors, Project Leads and volunteers with partner families during project and by tracking and handling all project warranty concerns.
8. Works directly with Project Leads and Volunteer Crew Leads to guide them through the project and ensure quality work and site safety.
9. Manages subcontractors in the completion of projects to ensure quality work, site safety, and timely project completion.
10. Heads post-construction processes including Satisfaction of Works, Warranty Documentation, and Warranty inquiries.
11. Assists in pre-construction processes including document preparation, and sub-contractor and partner agency scheduling.
12. Assists with Change Order creation and project budget tracking to ensure proper estimates and cost controls.
13. Heads volunteer recruitment, training, and retention within the Construction Department in relation to Repair Programs.
14. Ensure that all OSHA and HFHMO safety policies and procedures are met in relation to area of work.
15. Performs other duties and assignments as directed by the Construction Director.

Job Requirements:

- Sound construction management abilities and experience.
- Interpersonal, planning, organizational and communication skills are requisite.
- Must have a minimum of three years of responsible construction management experience.
- Ability to work with diverse groups of people while coordinating multiple tasks.
- Working knowledge of maintaining overall construction process and schedules utilizing Microsoft products and multiple construction management software.
- Position requires the ability to lift up to 50 pounds on a regular basis and will experience frequent bending, squatting, lifting and repetitive motion.
- This position will be exposed to extremes in weather (e.g., heat, cold, wind, rain, etc.).
- Ability to drive HFHMO vehicles (CDL not required) and a good driving record with no greater than four points on BMV record.
- Ability to work a flexible schedule including some evenings as required.
Schedule is generally Tuesday-Saturday.

How to Apply: Email resume to Brent Jones, COO, at bjones@habitatmidohio.org

EQUAL EMPLOYMENT OPPORTUNITY

All qualified applicants will receive consideration for employment without regard to national origin, race, color, religion, age, sex, sexual orientation, marital status, individuals with disabilities, and equally to disabled veterans and veterans of the Vietnam Era.