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**Job Title: General Superintendent**

**Position Location:** Charlottesville, Virginia

**Reports to:** Director of Home Construction

**Employment Type:** Full‐time, Exempt, Salary (Occasional Saturdays)

**Benefits include:** Health, dental and vision insurance, paid time off and paid holidays, mobile phone allowance, contribution to retirement account and discount on purchases at the Habitat Store located in the City of Charlottesville.

# Overview:

Habitat for Humanity of Greater Charlottesville (Habitat) is a cutting-edge non-profit housing organization creating simple, decent, affordable homes in partnership with low-income families, volunteers and the communities of the Greater Charlottesville region. Home construction capacity is multiplied by a volunteer labor force including homeowner families, corporate, civic, and church groups. Habitat is an affiliate of Habitat for Humanity International (HFHI), a global ministry working to end housing poverty world-wide.

In 2013 Habitat completed construction at Sunrise, the first trailer park transformation in the nation without resident displacement. Currently, Habitat owns and operates the Southwood Mobile Home Park with a similar goal of redeveloping it responsibly and compassionately as a mixed-income, mixed-use, sustainable community for current and future residents. Southwood is the area’s largest single concentration of affordable housing and its greatest remaining redevelopment opportunity. When complete, the redeveloped Southwood will be unprecedented in scale nationally.

Additionally, Habitat is a national pioneer in mixed-income community development. To date, Habitat has built, or built in, nine mixed-income neighborhoods and built and sold more than 300 homes.

**Results Statement ::**

Success in the role of a Construction General Superintendent is defined by an execution of projects to the highest level of professionalism & craftsmanship while fostering lasting relationships with Partner Families & Volunteers.

**Role Description ::**

The General Superintendent works to oversee all field operations for the Home Construction Department. You will work with Construction Supervisors and Director of Home Construction to establish a budget for each project. You will work with the Residential Planning & Design Manager to identify potential conflicts between architectural designs and material sourcing; and the Project Manager to ensure orders and subtracts meet project goals, are appropriate in their scope, and reflect the budget constraints per Build Mode. You will work with the Director of Home Construction and Construction Supervisors to set a Project Schedule that meets affiliate goals.

You will report directly to the Director of Home Construction, who will:

* Help you set project timelines and volunteer goals that ensure the affiliate’s mission is accomplished as efficiently as possible.
* Schedule regular meetings in office to discuss progress reports.
* Help you create 90-day goals and review when you’ve hit those goals.
* Conduct a formal review to your progress within your first six months, and every year thereafter.
* Conduct an end-of-project recap to review timelines, budgets, and goals.

**Key Outcomes ::**

**Partner Family Experience:** We provide an exceptional experience to families through professional communication regarding the construction of their home. Engage families in a meaningful way throughout the homebuilding process as they work toward homeownership.

**Volunteer Experience:** Every volunteer who steps on the jobsite is a potential partner and integral to the mission. Every volunteer is provided with the same level of care by being prepared each day with tasks, equipment, and a clean, orderly site. We provide a space that is inviting and welcome to everyone who wants to partner in the creation of safe, decent, affordable housing.

**Safety:** We see safety as one of the most important things we can do. To this end, we will be prepared to conduct ourselves in a way that achieves this goal. We will lead by example each day, creating a culture of safety that is modeled to others.

**Professionalism:** Everything from the tidiness of homes under construction, the lot under construction, our attire, and our communication reflects on the larger organization. We take pride in ensuring that all of these are held to a standard that goes above and beyond industry standards.

**Budget:** We safeguard donor funds through a particular focus on efficiency and waste. This includes preparing material lists and limiting unnecessary trips off site. Windshield time is understood as a cost variable.

**Timelines:** We understand that it is critical that Partner Families move into safe, decent, affordable housing as quickly as possible. Therefore, we all take responsibility for project timelines. We look for creative ways to accelerate completions for the sake of our clients.

**Key Accountabilities ::**

* Review drawings from Architects and check for construction conflicts.
* Attend Pre-Construction Meeting between Site Supervisor, Project Manager, and Director of Home Construction to establish a building plan that integrates budget plan.
* Manage Procore for Active Construction Documents.
* Train Site Supervisors to effectively use Procore through the use of Job Logs and Trainings.
* Conduct Weekly site walks with Site Supervisors to inspect safety, cleanliness, and quality of work.
* Conduct site walks with Site Supervisors at Project Milestones to ensure appropriate invoicing and grant draws.
* Effectively communicate the project schedule with vendors and contractors.
* Generate and/or solicit accurate estimates or take-offs of construction materials.
* Set up Jobsites for arrival of Site Contractors and installation of all sediment control measures.
* Follow appropriate inspection procedures for each project respective to the specific Municipality.
* Partner with Grants Manager on project tracking and communication of specific grant requirements.
* Establish & foster professional relationships with vendors and subcontractors to ensure a partnership that results in project successes.
* Evaluate new materials and building practices to ensure we are building in a way that prioritizes volunteer and family engagement throughout the building process.
* Submit purchase order requests for purchases made outside of the project budget.
* Partner with the Residential Planning and Design Manager to ensure Interior Selections are communicated to field staff.
* Help the Construction Department maximize their efficiency while maintaining the highest possible quality standards.
* Identify ways to decrease construction timelines.
* Approve the completion of work or receipt of materials and approve payment promptly.
* Generate regular project timeline reports for distribution to Director of Construction and wider affiliate stakeholders.

**Position & Company Standards ::**

*Our People: We are the type of people who run to the fire and stay through the hurricane.*

* *We take inspiration from the roots of Habitat as a radical yet simple response to global housing poverty and segregation.*
* *We see challenges as opportunities*
* *We bring a positive attitude to our roles every day, inspiring and motivating colleagues, volunteers, Partner Families and community members to do the same*
* *We seek peers who are similarly dedicated and committed to the mission, who are in it for the long term and who share our unquenchable desire to achieve the greater good*
* *We recognize that excellence in even the smallest things are only possible if the whole team thrives*
* *We bring our own true selves to work and, in doing so, we find joy with those around us*

*Our Relationships: We are agents of hope.*

* *We understand that out work is about building and strengthening relationships, and by doing so, we are able to extend our reach beyond individuals to whole communities*
* *We work each day to create a culture of humility, where people listen deeply and without judgment*
* *We aim to infuse each interaction—among ourselves and with everyone with whom we come into contact—with humanity and respect*
* *We work alongside our partners, helping them draw upon their strengths to create positive community change*
* *We pride ourselves on professionalism, compassion and accountability, recognizing that every interaction matters in growing and sustaining the mission*
* *We make the seemingly impossible possible every day in communities by opening ourselves up to be inspired by the people with whom we work*
* *We recognize that healthy and thriving families, teams and communities are built upon their strengths*

*Our Work: We strive to strengthen community in everything we do and we operate in a relentlessly appreciative way.*

* *We see ourselves as humble, servant leaders, responsive to the needs, desires and potential of others and of the greater community*
* *We offer a hand up and not a hand out, thereby helping individual partners, families and communities realize their own full potential in an enduring way*
* *We recognize that the blessings of our work extend to those who have the opportunity to offer their support*
* *We are all ambassadors for the Habitat mission, each of us responsible for spreading the word and helping advocate for a more inclusive approach to housing and communities*
* *We believe that innovation—social, financial, organizational, etc.—is critical to our ability to make a profound and lasting impact*
* *We work tirelessly and creatively to build relationships of mutual benefit, always searching for win-win solutions and leaving people with whom we interact feeling respected and heard*
* *We pause to reflect on our accomplishments, to honestly assess what we can do better and to celebrate our accomplishments with each other*

*Habitat for Humanity is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, basis of disability or any other federal, state or local protected class. Women, minorities and protected individuals such as those covered by Section 3 are encouraged to apply.*