



Fort Collins  
**Habitat**  
for Humanity®

# Construction Superintendent

<b>Title: Construction Superintendent</b>	<b>Employment Status: Full-Time</b>
<b>Department: Construction</b>	<b>FLSA Status: Non-Exempt</b>
<b>Reports to: Construction Director</b>	<b>Supervises: Volunteers</b>

## GENERAL DESCRIPTION:

The Construction Superintendent is responsible for supporting the Construction Director in constructing residential structures from foundation through final construction (receipt of Certificate of Occupancy) of specific job sites. This position may also be responsible for supporting special project construction such as home and building rehab/remodel. This position leads and educates volunteer groups and individuals in performing daily residential construction tasks.

This position is a cornerstone to meeting the mission of Habitat for Humanity and works in partnership with all of Habitat's key stakeholders including volunteers, donors, subcontractors and vendors, staff and board members, and the City of Fort Collins. In this role, the individual must be comfortable being a face of the organization in the community and representing the identity of the organization (as described below).

## CORE RESPONSIBILITIES:

1. Construction Management
  - a) Responsible for all on site aspects of construction management, including planning material needs and management, oversight and scheduling of subcontractor, and coordination of staff and volunteer resources on a daily basis.
  - b) Executes production goals established in partnership with the Construction Director to ensure success of the organization's strategic plan for completed housing units through schedule management and communication
  - c) Meet objectives and manage day-to-day job site operations.
  - d) Responsible for other tasks as required by the Construction Director for successful completion of construction projects and management of resources.
2. Program Support
  - a) Work with the Construction Director to create and support residential construction program requirements and metrics that promote a safe, productive and educational environment for fellow staff, volunteers, donors and partner families.
  - b) Provide a positive, educational and safe experience for volunteers, fellow staff and partner families on the construction site.
  - c) Clearly, politely, safely and efficiently explain and demonstrate the use of approved tools and tasks to volunteers. This may require repeating the instructions as many volunteers are not skilled with residential construction tasks, tools or verbiage.
  - d) Coordinate, support, demonstrate and maintain required safety practices – ensure use of equipment and/or protective measures for volunteers or other construction trades/suppliers in partnership with the Volunteer Coordinator.
  - e) Maintain the job site by keeping the site clean, having necessary tools available to complete tasks and having the tool trailer and storage areas supplied, organized and secure. This includes solicitation and management of trash and recycling removal and portable toilet services.

- f) Able and willing to plan for the need and acquire supplies for the week's construction tasks, including driving between suppliers and construction sites.
- g) Assist with maintaining all erosion control and required state storm water management best practices for active, vacant lots and recycled properties.

### 3. Safety Management

- a.) Implements the organization's construction Safety plan and Program by training employees and construction volunteers on safe practices and standards consistent with current OSHA regulations and Habitat for Humanity International policies.
  - 1. Participates in monthly safety meetings for all Construction staff.
  - 2. Maintains current safety practices.
  - 3. Remains current on safety regulations and policies.
  - 4. Participates in external safety training opportunities.

### 4. Interpersonal Skills

- a) Sustains a collaborative environment to ensure positive, effective and efficient working relationships between staff in all departments of the organization, as well as suppliers, contractors, partner families and volunteers.
- b) Provides mentoring opportunities for construction volunteers and manages the daily training needs of volunteers to equip them to meet day's program goals.
- c) Monitors self-performance on a regular basis and creates and reviews annual performance and professional development metrics as agreed upon with Construction Director. This includes taking the initiative to identify opportunities for professional development that will enhance satisfaction with the position and organization.
- d) Maintains professional, discrete communication and does not pass along information that may be considered private and protected information to partner families, volunteers, donors, vendors and other staff.

### 5. Communication & Planning

- a) Works with Construction Director to develop annual work plans and measurements for measurable construction program efficiencies.
- b) Communicates in a timely manner with the Construction Director and Volunteer Coordinator to monitor construction program activities, including volunteer satisfaction, and reacts to impacts of unplanned events in a professional and timely manner.
- c) Facilitates volunteer trainings with diverse participants.
- d) Takes the initiative to know what is going on within the organization and the construction team by participating in meetings, asking questions and making sure everyone is on the same page.
- e) Communication with architects and engineers as needed to get clarification on design questions

### 6. Financial Performance

- a) Identifies opportunities to reduce project costs and create operational efficiencies with the Construction Director.

### 7. Leadership

- a) Enhances the organization's culture by reinforcing core values and fostering a collaborative, positive, safe and educational work environment.
- b) Maintains a working knowledge of best practices and significant developments and trends in the field of residential construction.

### **KNOWLEDGE & SKILLS:**

- Self-starter and ability to work independently.
- Solid knowledge of residential construction that can be taught to volunteers of varied skill levels and with various levels of command of the English language in a clear, friendly and professional manner.

- Works as an effective and proactive team player. Collaboration, networking and relationship-building skills.
- Able to identify, evaluate, problem solve and give direction regarding problem resolution for individual and department-wide issues. Position requires an ability to effectively manage conflict.
- Makes decisions and solves problems independently and effectively.
- Ability to think and act decisively.
- Exceptional communication skills, especially with partner families and volunteers who may not have a strong command of the English language.
- Excellent interpersonal skills with diverse types of people.
- Positive, optimistic outlook that fosters an upbeat work environment.
- Ability to manage multiple projects simultaneously with groups of volunteers who may or may not have construction-related skills.
- Ability to sequence work and develop build schedules in Microsoft Project

**EDUCATION, EXPERIENCE:**

- HS diploma or equivalent required, with significant residential construction supervisory experience. BA/BS preferred.
- Residential Class C general contractor’s license preferred.
- 3 or more years of direct on-site experience with increasing responsibility in an applicable setting.

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

- Ability to work effectively in both office and construction site environments.
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- Some weekend and evening hours required.
- Ability to adequately traverse a residential construction job site; climbing, jumping, lifting, carrying (minimum 50 lbs.) or other similar activities as required.
- Ability to evaluate completed construction tasks/stages for their correctness.
- Ability to communicate assigned tasks or to convey information to staff and volunteers.
- Ability to maneuver typical construction site obstacles.

**WORK ENVIRONMENT AND CONDITIONS:**

- Exterior working environment during a variety of weather conditions.
- Ability to drive all construction vehicles and pull trailers as required.
- Interior and exterior working environment during a variety of weather conditions.
- Able to drive throughout the service area (Fort Collins and surrounding rural areas) to reach construction site/s as applicable.

**SALARY RANGE: \$55-70K commensurate with experience (competitive benefits)**

Please submit resume and cover letter including three references to Kristin Candella at [KCandella@FortCollinsHabitat.org](mailto:KCandella@FortCollinsHabitat.org). No phone calls please.

*An Equal Opportunity Employer, Fort Collins Habitat for Humanity does not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.*

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**About Fort Collins Habitat for Humanity**

Fort Collins Habitat for Humanity is part of a global, nonprofit housing organization operated on Christian principles that seeks to put God’s love into action by building homes, communities and hope. Fort Collins Habitat is dedicated to

eliminating substandard housing in the Fort Collins area and worldwide through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions.

Habitat for Humanity was founded on the conviction that every man, woman and child should have a simple, durable place to live in dignity and safety, and that decent shelter in decent communities should be a matter of conscience and action for all. As an affiliate of Habitat for Humanity International, we abide by all the global guiding principles but also by a set of locally adopted principles that reflect who we are and our goal of building 50 More Homes by 2020.

1. **Christian homebuilder & provider of housing support services.** Other purposes will be pursued only with Board input and approval.
2. **People focus.** We seek to treat people as we want to be treated.
3. **Needs driven.** We seek to grow to address a growing need for safe, affordable housing.
4. **Safety.** Safety for homeowners, staff and volunteers guides our decisions and actions.
5. **Capacity & Sustainability.** We develop people, processes, land and funding to enable ongoing pursuit of our mission.

### **About Fort Collins, Colorado**

Money Magazine named Fort Collins the best place in the country to live. The Old Town Historic District has fine bookstores, galleries and shops. Because Fort Collins is also home to Colorado State University, it has all the liveliness and bustle of a college town. Good restaurants, craft breweries, nightlife and culture abound. There's always something going on.

This northern Colorado city is an outdoor-oriented community, with the nearby national park, Lory State Park and Horsetooth Reservoir, where you can do everything from boating and swimming (in the summer months) to horseback riding, camping, fishing, mountain biking and rock climbing. And there are plenty of places for off-road driving, mountain biking, hiking and other outdoor activities. Golfers will find several challenging local courses, and anglers can fish for both stream and warm-water fish.

Learn More:

<http://www.visitftcollins.com/>

<http://downtownfortcollins.com/>

<http://www.fortcollinschamber.com/>