



Habitat For Humanity Greater Cincinnati
Send resumes to erin.flynn@habitatcincinnati.org

Position: Senior Project Superintendent
Type: Exempt, Full-Time
Manages Others: Yes
Reports To: Senior Construction Manager

Position Summary

The Senior Project Superintendent is responsible for overseeing and ensuring the successful completion of new home construction projects, from framing through to the final punch list, across scattered lots. This role requires strong project management skills, effective coordination with subcontractors and suppliers, and a deep understanding of residential construction processes.

Position Responsibilities

- Manage daily operations on site:
 - Create a build schedule for each home and manage subcontractors and suppliers accordingly to meet schedule.
 - Schedule all material deliveries and check orders for accuracy. Return all excess materials to suppliers for credit on a timely basis.
 - Schedule all subcontractors and manage the subcontractors on site as they perform their contracted work.
 - Schedule all building inspections and work with inspectors as needed to pass all required inspections.
 - Work with all utility companies as needed
 - Acquire all insurance paperwork and other required information from subcontractors as needed from subcontractors.
 - Manage all safety protocols on site including daily safety check reports.
 - Maintain a clean, organized work site at all times.
 - As needed, manage a volunteer group on a build site
 - Check in volunteers
 - Perform morning talk
 - Manage and coach volunteers on daily task of the day
- Work closely with Procurement Department on scheduling of suppliers, subcontractors and utility companies to avoid overlapping of needed services.
- Work closely with Annex Manager to schedule material deliveries from the Annex.
- Work with suppliers on pricing and approve invoices before payment is issued.
- Continually update the build schedule and send a weekly report to the Senior Construction Manager and Director of Operations.
- Actively look for new subcontractors and suppliers to lower cost of home, better quality and better service.
- Maintain daily logs and schedules in Buildertrend
- Communicate to Senior Construction Manager:
 - Progress, issues, and schedule daily



- Proactively the needs of materials and subcontractors
- Subcontractor progress daily
- Perform homeowner walk thru with homebuyers before closing and take care of items on punch list.
- Perform 10 month walk thru for homeowner when requested and take care of items on punch list.
- For one year after home closes, perform warranty call backs on homes built.
- Attend weekly Operation meeting

Qualifications

- A valid driver's license in good standing is required
- A minimum of 5+ years of experience in all phases of the residential construction process
- Must be able to lift 80 pounds independently/regularly and function on scaffolding, ladders, and roofs
- Ability to read and understand plans and construction details
- Must be familiar with residential building codes
- Proficient in construction management software and scheduling tools.
- Broad residential construction knowledge
- Excellent communication, organizational, and problem-solving skills.
- Experience working for a production homebuilder is a plus
- Bachelor's degree in Construction Management or a related field preferred

We are an equal opportunity employer

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.