



modified: 1/20/23.
PROGRAM

Site Superintendent

Purpose: To further the mission of Habitat for Humanity Saint Louis (HFHSL) by working in partnership with homeowners, Keystone Community Partners, volunteers and other staff in the construction or rehab of HFHSL homes.

Duties and Responsibilities:

- a. In accordance with HFHSL plans, specifications and quality requirement, directs and supervise overall on-site work of the HFHSL build site(s) as assigned to specific builds or phases within a build.
- b. Supervises and prepares for volunteer workdays by having tasks prioritized and needed materials/equipment available.
- c. Maintains an organized work area by the creation and continuation of tools and equipment inventory list(s); protect materials, as needed, from theft, vandalism, and weather.
- d. Assists in maintaining all HFHSL owned and rental equipment.
- e. Provide leadership, guidance, oversight and feedback to volunteer Construction Leaders and those participating on site as part of the Construction Leader trainee program;
- f. Directs job-site safety conditions, providing coaching as needed and completion of injury reports when necessary.
- g. Oversees and completes pre-move in and pre-closing punch list items.
- h. Assists, as needed, the Construction Manager on oversight of subcontractors performing on site work.
- i. Completes as necessary any construction work not completed by volunteers such that work can continue in a progressive manner on the next volunteer work day; advises Construction Manager of any delays in construction due to lack of volunteer and/or homeowner participation.
- j. Apprise Director of Construction and Volunteer Services Manager of upcoming volunteer and skill needs as well as any volunteer issues or concerns.

General Requirements:

An overall understanding of residential construction practice and basic construction ability; willingness and ability to work well within a not-for-profit setting with volunteers; collaborative and communicative including excellent verbal communication skills; willingness to take initiative, work with minimal supervision and provide input, and the ability to work a flexible schedule including evenings and weekends.

Responsible to: Director of Construction
Chief Executive Officer

Responsible for: Site Assistant(s)

Physical Requirements: Ability to stand and/or work for long periods and to walk up and down multiple level surfaces repeatedly throughout the day. Ability to work in sometimes extreme weather conditions, particularly heat/sun and cold temperatures and to lift at least 50 pounds.

The employer has the right to revise this job description at any time. The job description is not a contract for employment and either you or the employer may terminate your employment at any time, for any reason.

This job description does not list all duties for this position. You may be asked to perform additional duties. You will be expected to exercise your independent judgment to determine other tasks, which need to be performed to increase the efficiency of operations. You will be evaluated in part based upon your performance of the tasks listed in this job description as well as upon the initiative you take in identifying and undertaking additional functions relevant to the operations of HFHSL.