



JOB TITLE: Construction Site Superintendent REPORTS TO: Director of Construction

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to manage all aspects of multiple project sites, plan and schedule work in keeping with the project schedules and budgets. Oversee all workers on site, including, but not limited to, Habitat LA staff, employees, contractors, volunteers, and AmeriCorps members. Provide status reports for all projects to supervisor(s), as required. Responsible for ensuring the safety, organization, and quality control of the sites at all times. Represent Habitat LA with other entities and publicly, as required.

Habitat for Humanity of Greater Los Angeles has been an active affiliate of Habitat for Humanity International for more than 20 years. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds and renovates 100 homes in the Los Angeles region, ranking it among the largest affiliates nationwide.

SUMMARY OF ESSENTIAL FUNCTIONS

- Manage the day to day affairs of a project site/sites.
- Take necessary steps to maintain project schedule and budgets.
- Keep accurate daily log of activities and work plan.
- Ensure appropriate safety practices at all time. Prepare weekly "toolbox" safety briefings.
- Conduct regular quality control inspections.
- Supervise the Habitat LA site team and subcontractors.
- Work closely with Production Manager/Quality Control to keep all work sites up to Habitat LA building standards and local building codes.
- Stay current with construction trends and be innovative in presenting new ideas to keep projects on schedule, under budget, and teams safe.
- Provide trainings for team members to be proficient in various trades and tasks.
- Ability to work hands on, as necessary, to keep the projects and teams on track.
- Represent Habitat LA with, but not limited to, civic partners, building partners, corporate groups, individual volunteers, skilled volunteers, and AmeriCorps.
- Represent Habitat LA publicly with, but not limited to, local media,

Visit us at: www.habitatla.org Employment is contingent upon completion of a satisfactory background check and drug screen **Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status and will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.*



- social media, presentations, and Habitat LA events.
- Communicate and schedule maintenance issues and requirements with service providers.
- Manage site workers and equipment to complete daily tasks.
- Communicate daily with Director of Construction.
- Maintain schedules and budgets and daily site logs.
- Conduct safety trainings and maintain safety of equipment on site.
- Teach necessary skills to Habitat LA staff and volunteers.
- Oversee all subcontractors onsite.
- Coordinate and oversee all inspections onsite.
- Oversee and manage all site materials and deliveries.
- Walk site daily with Site Supervisor to ensure site safety, productivity, and quality control.
- Help to obtain and review sub-contractor bids.
- Research construction trends and codes.
- Be proactive in finding new resources for materials and tools.
- Create weekly toolbox safety briefings and oversee Site Supervisor in daily site updates.
- Represent the mission of Habitat LA in a professional and clear manner.
- Collaborate with all other Departments to achieve overall Habitat LA goals.
- Promote standards for team communication and disciplinary guidelines.

SUMMARY OF JOB QUALIFICATIONS

- 10+ years of construction and management experience
- High School Diploma or equivalent
- Valid driver's license
- Hands on construction experience is required.
- CA Contractors License is preferred.
- Proficient in ProjectPlan 365, Excel, MS Project and Word
- Construction Trainings and Certificates preferred.

Bi-Lingual (English and Spanish) not required but preferred. This is full-time position. Work schedule is Monday - Friday, 7:30 am – 4:00 pm and occasional weekends. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

Compensation: DOE

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Building a Greater Los Angeles



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