



We build strength, stability, self-reliance, *and* shelter.

## JOB POSTING

- POSITION TITLE:** Assistant Construction Superintendent
- EMPLOYMENT TYPE:** Full Time, Exempt, 40 hours per week
- COMPENSATION:** The annual salary for this position ranges between \$60,000 and \$65,000. Salary commensurate with experience and qualifications.
- REPORTS TO:** Director of Construction - NOVA

## POSITION OVERVIEW

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks a diligent individual to join our Construction team as an Assistant Construction Superintendent. This position works directly with Habitat NOVA volunteers on residential construction job sites assisting them with construction related tasks. This job requires a positive attitude, a willingness to teach and train, effective organization and time-management skills, and an affinity for working with diverse groups of people.

The Assistant Construction Superintendent is responsible for managing subcontractors and volunteers on construction sites, monitoring and ensuring a safe work environment, and stocking materials at job sites. They will also be responsible for communicating instructions to subcontractors and delivery personnel as well as working with staff members on affiliate-related matters.

## Compensation and Benefits

DC Office  
2115 Ward Court, Suite 100 Washington, D.C. 20037  
Phone: 202.882.4600

NOVA Office  
6295 Edsall Road, Suite 120 Alexandria, VA 22312  
Phone: 703.521.9890 Fax: 703.521.9893

<https://www.habitatdcnova.org/>

Habitat DC-NOVA strives to foster a collaborative, support, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership opportunities for everyone.

The salary range of this position is \$60,000 to \$65,000 and workdays for this position are currently Monday through Friday, with the possibility of shifting to Tuesday through Saturday depending on project needs. Compensation commensurate with experience and qualifications. We offer a competitive salary and benefits package including healthcare benefits, vision benefits, dental benefits, life and disability insurance, retirement savings plan with an employer contribution, generous paid time off, and more.

## About Habitat DC-NOVA

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) believes that everyone deserves a safe, decent, and affordable place to call home. We help families with low and moderate incomes build strength, stability, and self-reliance by creating and preserving affordable homeownership. While we are best known for building and selling affordable homes, we do so much more: we repair existing homes, mobilize and advocate in support of pro-housing policies and solutions, provide homeowner financial education, and engage thousands of volunteers across the region. Our work brings together local families, community partners, volunteers, faith-based organizations, companies, and individuals to serve families in need of shelter. Habitat DC-NOVA launched in 2022 when DC Habitat and Habitat NOVA combined to become a single, regional organization. You can learn more about our work at [www.habitatdcnova.org](http://www.habitatdcnova.org).

## Essential Duties

- Lead, train, and motivate volunteers on job sites to complete residential construction tasks.
- Prepare job sites for volunteers with the proper tools, materials, and safety equipment.
- Assign work to and supervise volunteer crew leaders on the worksite.
- Demonstrate awareness of the “volunteer experience” and take steps to support this experience wherever possible.
- Deliver material and tools to job sites in preparation for workdays.
- File receipts for financial tracking and payment of invoices.

- Assist in maintaining organization and servicing of tools, materials, and construction vehicles.
- Support the affiliate in other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties and responsibilities held by this position. Responsibilities may change over time. In addition, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Qualifications**

- Strong desire to motivate and teach people with a variety of personalities, ages and backgrounds.
- Knowledge of residential construction, job site safety, building codes, tools, and trailer operation.
- Ability to read and interpret blueprints and construction drawings.
- Ability to drive a company vehicle including pick-up trucks.
- Demonstrated proficiency in the Microsoft Suite of applications, especially Excel.
- Ability to use office equipment such as computers, scanners, copy machines, etc.
- Meet physical demands of job including strenuous activity requiring the ability to sit, walk, carry, push, pull, lift 50 pounds repeatedly, and climb and bend.
- 1 year of construction experience desired

### **To Apply**

To apply for this position, please submit a resume and cover letter with your desired salary to Kelly Renaud at [kelly.renaud@habitatdcnova.org](mailto:kelly.renaud@habitatdcnova.org). Include "Assistant Construction Superintendent" in the subject line. You may also apply online via our postings.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.