



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

JOB POSTING

Position Title: Assistant Construction Superintendent - NOVA
Employment Type: Full-time, Exempt, 40 hours per week
Schedule: Monday – Friday, with possible change to Tuesday to Saturday
Compensation: \$60,000 - \$65,000
Salary commensurate with experience and qualifications.
Reports to: Director of Construction - NOVA

POSITION SUMMARY:

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks a reliable and organized individual to join our team as Assistant Construction Superintendent. This position is responsible for assisting to prepare and maintain construction sites for volunteers, monitoring and ensuring a safe work environment, and stocking materials at job sites. This role also supports construction site operations by communicating instructions to subcontractors and delivery personnel and working with staff members on affiliate-related matters.

COMPENSATION AND BENEFITS:

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 for this position is \$60,000 - \$65,000 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 [habitatdcnova.org](https://www.habitatdcnova.org).

DUTIES AND RESPONSIBILITIES:

- 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.

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 drive a company vehicle including large construction vehicles.
- 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:

Please submit a resume and cover letter with your desired salary to John Cuevas at hr@habitatdcnova.org. Include “Assistant Construction Superintendent - NOVA” 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.