



Job Title: Construction Superintendent
FLSA Classification: Non-Exempt/Hourly
Position Status: Full Time
Department: Real Estate Development
Supervisory Responsibilities: RED carpenters
Reports To: Director of Real Estate Development

Job Purpose

The Construction Superintendent position is an integral member of the Real Estate Development team, delivering high quality work in carpentry, including roofing, siding, framing, trim, basic plumbing heating and electrical and other types of rehabilitation and new construction work on buildings. This position leads the construction staff and volunteers to complete work on houses for homebuyers, multifamily buildings, and agency owned houses. It also assists rental maintenance staff to repair and improve rental properties within the Lacasa portfolio.

Essential Job Duties and Responsibilities

Specific duties and responsibilities may vary depending on program needs without changing the nature or scope of this position or level of responsibility. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. May be asked to perform other duties as assigned.

Supervisory Responsibilities

- Lead the day-to-day operations of the RED construction staff. Assign work daily, coordinate crew size and schedules for all construction work on RED projects.
- Supervise and provide guidance to crew allowing them to excel in their positions and professional growth.
- Ensure that work and activities from the RED team are properly entered as mandated by program and grantor practices into appropriate customer/payroll management systems. Maintain data and systems integrity.
- In conjunction with the V.P. of Real Estate Development and Director of Real Estate Development, screen, interview and select applicants for open carpenter positions. Provide and/or coordinate orientation and training for each new Real Estate Development employee.

Real Estate Development

- Participate in program development and grant planning. Oversee implementation of construction aspect of grant awards and maintain excellent communication with all departments involved with housing grants.
- Purchase materials and supplies for projects staying within approved budget guidelines.
- Coordinate work assignments and staffing for volunteer events.
- Maintain and develop a contractor pool and evaluate performance to assure an adequate supply of quality subcontractors and competitive pricing.
- Define scope of work with contractor and client, generate specifications, develop estimates, manage the bidding process, and prepare "notice to proceed". Monitor budget and progress of projects. Schedule and conduct inspections and recommend progress and final payments to sub-contractors.



- Review, approve and present construction invoices with the proper accounting codes to the fiscal office.
- Work on properties as directed by supervisor. Performs work projects in a professional manner, staying within the budget and timeframe of assigned projects.
- Uses various hand and power tools to securely work on assigned projects.
- Ensures the accuracy of work by checking completed projects with tools such as levels, surveying equipment, or framing squares; corrects problems as needed.
- Secure project sites to limit the possibility of theft or liability of accidents.
- Ensures tools and equipment are properly cleaned, stored, and maintained for optimum performance and safety.
- Other special duties as assigned by supervisor based on training and experience.
- Attend LaCasa's Annual Meeting, and other public events.
- Attend all staff meetings.
- Participate in community meetings and training events as requested by supervisor.

Hours and salary range

40 hours/week, Monday through Friday with some flexibility required for Saturday work with volunteers.

Salary will be established commensurate with the skills and experience of the employee within the salary/wage range step. Mileage reimbursement provided.

Qualifications

Don't meet every single qualification? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. At Lacasa we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways and let us know why you may be just the right candidate for this role.

Education

A combination of acceptable education and experience that has provided the necessary knowledge and skills to fulfill the requirements of this position may be considered, which included exercise of initiative, attention to detail, and independent judgment.

Experience

Minimum of five years professional experience in construction, carpentry, roofing, siding, and basic electrical, plumbing, and heating.

Performance Factors

- Respect for others and for Lacasa's mission and core values:
 - **Respect Human Dignity**
 - **Work Together**
 - **Pursue Excellence**
 - **Build to Last**
- Problem-solving and solution-driven mindset
- Collaborative and approachable
- Organized with attention to detail



- High quality of work
- Ability to work independently and manage time effectively
- Reflects a positive image to staff, volunteers, and community

Working Conditions

- Able to communicate and exchange information daily.
- Demonstrated verbal and written communication skills in English and preferably Spanish.
- Physical ability to perform hands on construction labor for 8 hours per day and to lift a minimum of 50 lbs. at a time. Ability to climb ladders, work on roofs, scaffolding, and in confined spaces such as crawl spaces and attics. Ability to productively work in all weather conditions and variety of terrains.
- Understanding of carpentry principles and methods.
- Must provide a reliable personal truck capable of transporting basic tools and supplies to job sites and maintain a valid driver's license and vehicle insurance. Lacasa will pay federal mileage reimbursement for all miles driven during for Lacasa business.
- Must provide basic hand tools.
- Computer literacy and willingness to learn new software as necessary.
- Must provide employee-owned cell phone, LaCasa will provide a monthly allowance for expense.
- Ability to effectively organize and motivate volunteer groups. Good interpersonal skills and ability to coordinate a wide range of volunteer skill levels to meet production needs and provide a meaningful volunteer experience.

Applicant/Employee Signature

Date

Hiring Manager/Supervisor Signature

Date