

## Habitat for Humanity Greater Boston Construction Superintendent

### **Organization Background:**

Habitat for Humanity Greater Boston (Habitat Greater Boston) was incorporated as a Massachusetts non-profit in 1987. Since then, it has built more than 120 homes in the neighborhoods of Dorchester, Roxbury, Roslindale, South Boston, and suburban communities in Greater Boston, providing housing solutions to individuals with low-to-moderate incomes. Habitat Greater Boston's geographic service area encompasses the City of Boston and its 25 surrounding municipalities. Habitat Greater Boston is an independent affiliate of Habitat for Humanity International.

Habitat Greater Boston's homeownership program offers a critical pathway to stability and financial well-being for individuals and families with low-to-moderate incomes. It ultimately leads to improved health, education, safety, and wealth outcomes. Partner families are selected for the program based on their income, level of need, and willingness to partner with us by contributing 250–300 hours to help build their future home and attend first-time homebuyer classes.

### **Mission**

*"Habitat Greater Boston improves the lives of hardworking families through access to affordable homeownership. Our unique and empowering model brings together groups of dedicated volunteers and families with low-to-moderate incomes to build affordable and environmentally sustainable homes while strengthening local communities."*

### **Vision**

*"Inspired by a vision where everyone has a decent place to live, Habitat Greater Boston's overarching goal is to improve the well-being of families with low-to-moderate incomes and interrupt generational cycles of poverty through successful homeownership."*

### **The Opportunity:**

The Construction Superintendent leads and manages all construction sites and staff to deliver high-quality, on-time, and on-budget homebuilding projects aligned with organizational goals. This individual ensures safety, compliance, and exceptional volunteer and homeowner experiences while maintaining strong relationships with internal teams, subcontractors, and community partners. The Construction Superintendent reports to the Director of Construction and Real Estate Development and plays a key role in advancing Habitat Greater Boston's mission through disciplined site management, staff development, and operational excellence.

### **What Makes this Role Unique**

- High autonomy with real decision-making authority and ownership of outcomes.
- Opportunity to build and implement the infrastructure our sites need — procedures, safety training, project plan templates, documentation, and onboarding.
- Visible impact on quality, schedule, and the volunteer experience across multiple active projects in Boston and nearby communities.
- The chance to mentor site staff and shape a refreshed accountability chart and growing team.
- A clear leadership path as the organization strengthens construction operations over time.

### **Why This Is a Great Opportunity**

- Mission with measurable impact. Your work directly creates affordable homeownership. You will see families receive keys and celebrate move-ins that change lives.
- Stability and steady pipeline. Habitat Greater Boston maintains year-round work with active and upcoming builds in phases across the region.
- Build something lasting. Stand up the systems that make sites safe, clean, efficient, and volunteer-ready every day — and leave the program better after your first year.
- Lead and mentor. Help hire, onboard, and develop site staff and interns. Model accountability, follow-through, and thoughtful planning.
- Healthy workload. Field-forward leadership with practical expectations. Be available for urgent site issues while working a sustainable week.
- Values-driven culture. Join a tight-knit team that values patience, teaching, and partnership with volunteers and homeowners.

### **Essential Functions:**

#### **Construction Leadership & Project Management**

- Lead and manage construction activities across multiple sites, ensuring adherence to established timelines, budgets, and quality standards.
- Oversee all building processes in compliance with Massachusetts building and energy codes.
- Anticipate and procure project needs, including materials, permits, subcontractors, and volunteers.
- Coordinate work schedules and assignments for site staff and ensure volunteer scheduling and supervision.
- Resolve day-to-day construction issues and provide troubleshooting support for site supervisors.
- Serve as the emergency contact for all construction-related issues, responding to 24/7 site calls as needed.

- Manage the procurement plan, including materials sourcing and vendor coordination.
- Collaborate with leadership to develop and manage construction budgets.
- Represent Habitat Greater Boston in construction-related meetings with external stakeholders as needed.
- Maintain knowledge of industry best practices and ensure implementation across job sites.
- Lead special projects and perform additional duties as assigned.

### **Staff Supervision & Development**

- Oversee all site staff, including hiring, onboarding, performance reviews, and professional development.
- Identify staff training needs and implement skill-building programs in collaboration with department leadership.
- Foster a culture of safety, accountability, and teamwork among construction staff.
- Provide mentorship and guidance to site supervisors and volunteers.
- Ensure compliance with HR policies and employment laws in coordination with leadership and Human Resources.

### **Safety & Compliance**

- Maintain and enforce Habitat's Construction Safety Program, ensuring staff and volunteer compliance.
- Conduct regular site inspections to ensure adherence to safety standards and regulatory requirements.
- Ensure compliance with applicable laws, codes, regulations, and internal policies.
- Maintain required certifications and ensure all staff complete ongoing training in safety and compliance.

### **Qualifications:**

#### **Education & Experience**

- Minimum of five years' experience managing successful residential construction projects of up to 15 units.
- Proven experience with stick building, including rafters and stairs.
- Demonstrated experience leading construction staff and coordinating with volunteers and subcontractors.

#### **Licenses & Certifications**

- Current Massachusetts CSL and HIC licenses required.
- OSHA 10 certification required.
- Must hold or obtain within six months of hire:
  - First Aid, CPR & AED certification

- HFHI Competent Person certification
- NFPA 241 certification
- Lead Safe Remodeler certification

### **Skills & Competencies**

- Exceptional leadership, organizational, and communication skills.
- Strong ability to manage multiple projects simultaneously and meet deadlines.
- Proficiency in Microsoft Office 365 and Teams; advanced knowledge of Excel preferred.
- Ability to take a strategic and logical approach to problem solving.
- Strong interpersonal skills and ability to work collaboratively across departments.
- Commitment to Habitat's mission and to fostering an inclusive, team-oriented culture.

### **Physical Requirements & Working Conditions:**

- Ability to visually inspect all areas of construction sites from basement to rooftop.
- Ability to lift and/or move over 50 pounds.
- Comfort using general construction tools and equipment.
- Work environment includes outdoor exposure in all weather conditions as well as occasional office work.
- Valid Massachusetts driver's license and driving record meeting company insurance requirements.
- Must consent to a Motor Vehicle Report background check.
- Ability to respond to occasional issues outside of regular work hours.

### **Ideal Candidate Profile:**

The Construction Superintendent is a hands-on builder and organizer who combines deep construction knowledge with a service mindset. The ideal candidate is:

#### **A Proven Construction Leader**

- Minimum five years managing residential projects up to 15 units with stick-built expertise including rafters and stairs.
- Strong safety, quality control, and schedule discipline; keeps sites orderly, safe, and inspection-ready.
- Proactive problem solver with foresight to anticipate issues and prevent rework.

#### **A Teacher and Mentor**

- Patient, friendly, and firm — enjoys coaching staff and volunteers with varying skill levels.
- Clear communicator who sets daily and weekly plans and empowers teams to execute even when not on site.

### **An Operator who Builds Infrastructure**

- Creates and implements procedures, safety training, project plan templates, and documentation.
- Partners with administrative support to maintain accurate records, procurement lists, subcontractor and warranty logs, and reporting.

### **Mission-Driven and People-Centered**

- Comfortable engaging with volunteers, homesteaders, neighbors, and partners; approachable and positive presence on site.
- Thrives in a nonprofit environment where patience, stewardship, and community relationships matter.

### **Entrepreneurial and Accountable**

- Takes ownership, follows through, and models accountability for the team.
- Comfortable making staffing recommendations and helping stage hiring for a growing department.
- Equally effective coming from a larger commercial or residential environment and seeking more purpose and autonomy, or from a smaller GC background seeking stability and scale.

### **Success in This Role Looks Like**

- Construction projects are completed safely, on time, and within budget.
- Job sites operate efficiently and comply with all safety, quality, and regulatory standards.
- Staff and volunteers feel supported, trained, and engaged in Habitat's mission.
- Systems and processes for scheduling, procurement, and reporting are disciplined/effective.
- Habitat Greater Boston's reputation for excellence in affordable housing construction is strengthened through quality outcomes and community impact.

Salary range for this position is \$110,000 - \$115,000 annually.

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