



Job Title: Construction Superintendent / Foreperson

Hope Renovations is an innovative nonprofit with a dual purpose. We empower underemployed women to seek living-wage jobs in the trades while carrying out repairs and renovations in the homes of older adults who are aging in place.

Position Overview

The Construction Superintendent / Foreperson will supervise the renovation, repair, modification, and rehabilitation work carried out by Hope Renovations in the community. This position will report to the VP of Construction.

Supervisory Responsibilities

- Oversee the construction process on all Hope Renovations jobs
- Manage Crew Leads, Crew Members and Interns, including conducting biweekly one-on-one meetings and yearly reviews
- Instruct Hope Crew in hands-on skills as needed, including (but not limited to) demolition, site prep, framing, insulation, drywall, flooring, finish carpentry, landscaping, tiling, light plumbing and electrical. Projects may include critical home repairs, rehabilitation, renovations, accessibility modifications, maintenance-related tasks, etc.
- Ensure Hope's construction standards are met and conduct regular walk-throughs to ensure all projects meet those standards
- Ensure a positive, welcoming, and inclusive work culture

Site Management Responsibilities

- With Hope Crew Leads, manage and coordinate all activity on the construction site
- Keep VP of Construction apprised of daily project operations
- Work with team to ensure organization of tools and materials before and after every workday; communicate needed materials to the Project Specialist and/or Project Manager
- Read and interpret plans and specifications
- Maintain appropriate staff presence on worksites
- Maintain construction schedules to meet expected timelines
- Coordinate deliveries, pickups, and returns in conjunction with Project Manager
- Work with Project Manager to coordinate scheduling and efficient use of subcontractors
- Maintain a safe and clean site, with an emphasis on material storage, recycling, and trash
- Coordinate the scheduling of municipal inspectors and meet with inspectors as necessary

Trainee & Volunteer Supervision

- Coordinate the work and training of Hope Renovations Trades Trainees during On-the-Job Learning (OJL) days
- Ensure that all safety standards are being observed
- On limited occasions, lead volunteer workdays. Oversee preparation of the work site and communicate safety and jobsite standards to volunteer workers



Preferred Qualifications

- Detailed knowledge of techniques and principles of construction
- 2+ years of experience supervising construction crews, with responsibility for training
- Strong construction knowledge and skills including carpentry, framing, demolition, finishing, and basic knowledge of plumbing and electrical
- Knowledge and understanding of the North Carolina Building Code
- Strong communication skills
- Ability to do moderate physical activity that may include lifting, pushing, pulling materials, and equipment up to 75 pounds with ability to regularly lift 50 pounds
- Valid NC driver's license, clean driving record, and reliable transportation
- Demonstrated administrative, communication, financial, and leadership skills
- Proven ability to solve problems and adapt to situations as they arise
- A commitment to Hope Renovations' mission and vision
- Experience working with diverse individuals. Understands the importance of inclusion/equity in the workplace.
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint) and Google Platform (Gmail, Docs, Forms)
- Familiarity with Asana Work Management Software is a plus.

Position hours: 8am to 4:30pm Monday through Thursday, 8-noon Friday, occasional weekends or evenings

Position status: Full time salaried, \$55-\$65k annually

Benefits: Excellent benefit package including health, dental, vision, life insurance, short/long-term disability, 401k, and a very generous PTO policy.

Hope Renovations is an equal employment opportunity provider and employer committed to building a staff that is diverse in identity, life experience, and situation.