



**DEVELOPING THRIVING COMMUNITIES**

**POSITION TITLE:** Construction Superintendent

**SALARY:** \$85,000 - \$110,000

**EMPLOYMENT TYPE:** Exempt / Full-time / 40 Hours Per Week]

**DEPARTMENT:** Neighborhood Building Corporation

**POSITION REPORTS TO:** Senior Project Manager

**DIRECT REPORTS:** No

**POSITION TYPE:** Remote + Onsite (Up to 30 Hours Per Week) at Various Properties Across Six Counties (Lane, Benton, Linn, Lincoln, Marion, and Clackamas)

#### **ABOUT DevNW:**

DevNW and our CDFI partner Community Lending Works (CLW) and Construction Partner Neighborhood Building Corporation are fostering vibrant, inclusive communities by prioritizing housing, asset development, wealth building, and small business development. To do this work we are deconstructing pervasive systems of oppression such as racism, classism, or sexism that maintain persistent disparities and perpetuate deep imbalances in power, opportunity, and wealth.

#### **OVERVIEW:**

*The Construction Management Superintendent plays a pivotal role in ensuring the successful and high-quality completion of real estate development projects at DevNW, CLW, NBC. This role involves managing project schedules, organizing subcontractors, and coordinating timely inspections to ensure projects are completed on budget and on schedule. The superintendent directly supervises subcontractors to verify work quality and adherence to jobsite policies, while also maintaining regular communication with architects, engineers, design professionals, and jurisdictional partners to address any issues and monitor progress. Essential to this position is a collaborative mindset, recognizing that effective communication and teamwork are critical to project success, and understanding that the built environment reflects social justice.*

#### **REQUIRED COMPETENCIES:**

- Minimum 10 years in the construction industry with a visible track record of organizing and managing construction projects from concept to completion.
- Demonstrated experience of capability in supervising multiple projects at multiple sites, coordinating and holding accountable numerous subcontractors.
- Knowledge of the Universal Building Code and willingness to learn new regulations in multiple municipalities.
- Full comprehension of architectural renderings, plans/ blueprints, civil engineering documents, and project specification documents.
- Expertise in means and construction methods and willingness to offer alternative considerations for efficiency or value.
- Organizational processes to manage both short and long-term project calendars over multiple project sites in various stages of work, including making short and long-term adjustments as delays or surprises occur.
- Ability to communicate clearly and effectively, in person, by phone/ text, and email with various partners.
- Proficiency in Microsoft Office suite, Adobe, and Zoom.

# DevNW

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- Excellent organizational skills with an ability to comprehend and efficiently and effectively manage complex processes and documents such as engineering plans + specifications, legal, architectural drawings, plats, codes, surveys, CNAs, appraisals, and more.

## RESPONSIBILITIES:

The Construction Management Superintendent may perform any or all of the following duties, directly and/or indirectly, through the work of other staff and contracts for professional services.

- Creation and monitoring/ manipulation of Project Calendars; managing the workflow and priorities of partners and subcontractors to meet timelines.
- Communication with project partners, design professionals, and relevant DevNW staff (Project Management, Finance, etc.)
- Oversee quality control on development projects, including inspection of work performed by subcontractors and holding subcontractors accountable for resolution of identified issues
- Coordination/ facilitation of inspections, including maintaining strong relationships with jurisdictional partners
- Material take-offs and procurement/ scheduling of delivery of materials
- Research/ recommend alternative products/ methods for efficiency, value, or opportunity to deliver better projects to the end user; understand Oregon Housing and Community Services design and construction requirements to ensure that changes remain in alignment with funder requirements.
- Troubleshooting/problem-solving with design professionals and project partners as surprises or opportunities become clear.
- Evaluation of progress relative to the value of the project partner invoice
- Consideration/ responsibility for site safety and security.

## BENEFITS:

- Generous employer contribution for Employee medical, dental and vision insurance. Medical insurance includes extensive behavioral health, chiropractic and acupuncture benefits.
- Annual paid time off includes vacation, sick, personal and self-care days
- The organization recognizes all twelve federal holidays as paid days off as well as two floating holidays to acknowledge or celebrate days important to them, i.e. birthdays or anniversaries, days of significance or cultural traditions
- 401k program with employer match after one year of service
- Voluntary Life/AD&D, Accident & Illness insurance programs and Flexible Spending Account (FSA) with debit card. A robust Employee Assistance Program (EAP) available to all employees regardless of enrollment in benefit program includes eight counseling sessions, legal assistance, identity theft protection, pet insurance and gym discounts.
- Perks include Flexible work schedule, Condensed work week (4/10s, 4/9s +4, 5/8s), Hybrid work – work from home or one of four office work spaces, Home office set-up stipend, Monthly internet stipend, Monthly cell phone stipend or mobile phone (if applicable), Annual organizational swag giveaway, Free financial education classes



DEVELOPING THRIVING COMMUNITIES

Apply for this opportunity to support DevNW's suite of programs and services by providing an introduction letter detailing your interest to [josh.shafer@neighborhoodbuilding.org](mailto:josh.shafer@neighborhoodbuilding.org)

1. Describe how your journey thus far has prepared you to fulfil this position using the required competencies? position.
2. Share an example about a construction management project that 'you owned' and had to navigate thru a crisis or critical moment that jeopardized the entire project.
3. Current resume

DevNW is an Equal Employment Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply; please use your cover letter or introductory email to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.

**DevNW values diversity and supports a welcoming, inclusive environment where all of our employees can thrive. We value a workforce that is representative of the communities**

DevNW is an Equal Employment Opportunity Employer committed to providing reasonable accommodations to individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws. If you require accommodations due to a disability to participate in the application process, please contact [pooja.ananda@devnw.org](mailto:pooja.ananda@devnw.org)