



ISLETA PUEBLO HOUSING AUTHORITY

POSITION DESCRIPTION

POSITION:	Force Account Superintendent
PAY GRADE:	E8
SALARY RANGE:	\$72,820.80 to \$101,961.60 Salary
FLSA STATUS:	Exempt
EMPLOYMENT STATUS:	Full-Time
DEPARTMENT:	Operations
REPORTS TO:	Executive Director
SUPERVISION RESPONSIBILITIES:	Yes

POSITION PURPOSE

The Force Account Superintendent is responsible for overseeing and coordinating self-performed remodeling work, including labor, materials, equipment, scheduling, quality control, safety, and daily production activities. This position ensures that work is completed efficiently, safely, and in accordance with project plans, specifications, budgets, and company standards. The Force Account Superintendent serves as the primary field leader for force account work and coordinates closely with Project Managers, subcontractors, vendors, field crews, homeowners, and other project stakeholders. The ideal candidate has strong residential remodeling and construction experience, excellent leadership skills, and the ability to coordinate multiple trades, crews, materials, and work orders in an active field environment.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Supervise and coordinate company employees performing residential remodeling and construction work.
- Assign work to crews and ensure employees have the proper materials, tools, equipment, and information.

- Manage sub-contractors by locating, evaluating, and selecting sub-contractors; monitoring and controlling performance.
- Plans, directs, and monitors department productivity and quality goals.
- Meets operational standards by contributing construction information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards, resolving problems; identifying construction management system improvements.
- Develops work plans for construction project results by defining project purpose and scope; calculating resources required; establishing standards and protocols; allocating resources; scheduling and coordinating staff and sub-contractors; evaluating milestone assumptions and conclusions; resolving design problems; evaluating and implementing change orders.
- Approves construction projects by conducting inspections at critical phases.
- Identify changes in scope, unforeseen conditions, delays, and additional work and advises the Project Manager and Executive Director on all construction issues.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of the Isleta Pueblo Housing Authority activities by attending meetings and submitting reports.
- Support project closeout and ensure all assigned work is completed and properly documented.
- Maintains safe, secure, and healthy work environment by following and enforcing standards and procedures, complying with legal regulations.
- Attend regular staff meetings to participate in communication among staff regarding Isleta Pueblo Housing Authority activities.
- Represents Isleta Pueblo Housing Authority in construction meetings with architects, construction/building consultants, contractors, sub-contractors and account staff.
- Willing to attend seminars, educational workshops, classes and conferences to enhance professional growth and development.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES

- Works with and manages Construction Foreman to ensure projects are completed on schedule and within defined scope of work and or specifications.
- Direct and supervise employees perform remodeling and construction work.
- Assign daily tasks and monitor crew productivity.
- Ensure work is performed according to approved plans, specifications, and company standards.
- Inspect completed work and identify deficiencies requiring correction.
- Assists in interviewing and hiring force account crew.
- Coordinates training, orientations, and continuing education of force account staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS

- Tiwa speaking preferred.
- Associate's degree in construction management, project management, trade, or a related field.
- At least five (5) to ten (10) years of experience in residential remodeling, construction, with at least two (2) to three (3) years in direct supervisory or leadership role (such as a general foreman or assistant superintendent).
- Strong knowledge of residential construction methods and remodeling processes.
- Ability to read and interpret plans, drawings, specifications, and work orders.
- Strong understanding of construction scheduling and production planning.
- Ability to track labor, materials, and job costs.
- Excellent communication and organizational skills.
- Valid New Mexico driver's license with ability to meet Isleta Pueblo Housing Authority liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Isleta Pueblo Housing Authority Drug Free Workplace policies.
- Ability to work in active construction environments and perform physical jobsite duties as required.

PREFERRED QUALIFICATIONS

- Knowledge in supervisory techniques of building repair techniques include painting, carpentry, and furnace operation, and other residential construction trades; ability to interpret blueprints, plans, specifications, and sketches; proficiency with power and hand tools; knowledge of applicable safety regulations, company policies and procedures, and proper operation of light- and heavy-duty construction equipment.
- Knowledge of business English, including proper spelling, grammar, punctuation, and professional written and verbal communication; knowledge of basic arithmetic and its application to construction-related tasks.
- Knowledge of electrical, utility, mechanical, and plumbing trades.
- Knowledge of building codes.
- Skill in planning, organizing, and supervising construction projects.
- Skill in using computers and standard office equipment, including word processing, spreadsheet, database, email, and other business software applications.
- Skill in applying residential construction and remodeling techniques, methods, and principles to evaluate field conditions, troubleshoot technical problems, and implement effective solutions.
- Skill in supervising, training, and evaluating assigned staff.

- Ability to read and interpret blueprints.
- Ability to communicate effectively in the English Language, both verbally and in writing.
- Ability to maintain confidentiality and exercise sound judgment when handling sensitive or confidential information.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds, employees, and officials.
- Ability to work efficiently under stressful conditions, make solid decisions, and exercise independent judgment.
- Ability to prepare and present detailed reports.
- Ability to handle multiple tasks and meet strict deadlines.

PHYSICAL DEMANDS:

- Work requires ability to stand and walk for up to 8 hours per day.
- Talk, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Work requires extensive lifting, bending, carrying, loading, unloading and transporting equipment and supplies.
- Standing and walking may be on uneven surfaces or unstable ground.
- Requires frequent and repetitive use of hands, wrists, and arms to operate power tools and perform job-related tasks.
- Position requires frequent lifting of up to 100 lbs. while wearing safety equipment.

WORK ENVIRONMENT:

- Work is performed in a typical indoor and outside environment.
- Noise level is usually minimal indoors and moderate to loud in construction sites.
- Exposure to natural environmental weather conditions, such as dust, mists insects, fumes, etc. may occur.
- Exposure to hazards such as heights, fumes, chemicals, dust, heat, glass chips, and power equipment may occur.
- Work requires use of safety equipment, safety-toe shoes, goggles, gloves, harnesses, helmet, protective face shields, and/or hard hats.
- Evening, weekend, and emergency work may be required.
- Travel may be required.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Isleta Pueblo Housing Authority.

WHY JOIN ISLETA PUEBLO HOUSING AUTHORITY

Join the Isleta Pueblo Housing Authority (IPHA) and make a meaningful impact on the community you serve. This position provides an opportunity to take a leadership role in our home remodeling and housing operations while helping ensure that residents have safe, quality, and well-maintained homes.

As a Force Account Superintendent, you will have a direct impact on how residential construction and remodeling projects are planned, coordinated, and completed. You will work alongside a dedicated team committed to maintaining and improving housing for families and residents within the Isleta Pueblo community.

We are looking for a hands-on construction leader who takes ownership of the work, knows how to lead field crews, understands residential remodeling, and is committed to quality, safety, accountability, and excellent service.

At IPHA, your work goes beyond completing projects, you contribute directly to improving homes and supporting the quality of life of the community we serve.

Join the Isleta Pueblo Housing Authority and help build better homes and a stronger community.

Apply today to join our team as a Force Account Superintendent.