



# WHITE MOUNTAIN APACHE HOUSING AUTHORITY

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P.O. BOX 1270 – WHITERIVER, AZ 85941 – (928) 338-4831 – FAX (928) 338-4835

## JOB DESCRIPTION

**POSITION TITLE:** General Superintendent

**REPORTS TO:** Projects Manager  
Assistant Projects Manager  
Construction Manager

### GENERAL STATEMENT OF DUTIES:

Responsible for field supervision of all WMAHA projects, monitoring subcontractors and force account work activities to ensure project is completed on schedule and within prescribed budgetary constraints.

### KEY DUTIES:

1. Main responsibility is to manage the flow of work by coordinating with Project Superintendents and Project Foreman on a daily work schedule.
2. Order and supply materials, tools and equipment for force account crews.
3. Coordinates inspection for all trades.
4. Prepares daily construction reports and progress reports.
5. Inspects force account work and notifies Project Manager on non-compliance.
6. Coordinates with Project Superintendents and Project Foreman on force account work in progress.
7. Negotiate with vendors on material prices, availability of supplies and timely delivery.
8. Assist Project Manager in conducting progress meetings.
9. Ensure projects are secure and safe; address emergency issues in a timely manner.
10. Maintain daily contact with Project Manager on progress of work, delays, and field changes.
11. Responsible for inventory of tools and equipment as purchased.
12. Reviews and approves work in place for subcontractors' monthly pay draws.

13. Other duties as assigned by Project Manager.

**SKILLS:**

1. Ability to communicate orally and in writing effectively.
2. Ability to work with little supervision.
3. Ability to maintain effective working relationship with people of varied economic, and educational background.
4. Good time management and organization skills.

**OTHER REQUIREMENTS:**

1. Possess a valid Arizona driver's license.
2. Must pass a pre-employment drug test.
3. Must pass Tribal, State, and Federal background check.

**QUALIFICATIONS:**

1. Education: High school diploma or GED certificate. Two to three years college degree in related field.
2. Experience: Five to six years of related work experience in residential construction. Two years of Superintendent experience.

**ADDITIONAL INFORMATION:**

Preference is given to qualified members of the White Mountain Apache Tribe. Preference in filling vacancies is given to qualified Native American Indian candidates accordance with the Indian Preference Act (Title 25, U.S. Code Section 472 and 473). The White Mountain Apache Housing Authority is also committed to achieving full and equal employment opportunity without discrimination because of race, religion, color, sex, national origin, politics, marital status, physical handicap or age. In other than the above, the White Mountain Apache Housing Authority is an Equal Employment Opportunity.