



1201 South Main St.
North Canton, Ohio 44720

Job Description: Lead Superintendent – Youngstown

Position Title: Lead Superintendent – Youngstown

Reports To: Director of Construction / Senior Project Manager

Supervises: Assistant Superintendent – Youngstown

Position Type: Full-Time, Exempt

Location: Youngstown, Ohio

Position Summary

Build Ohio Inc. is seeking a highly organized, experienced, and mission-driven Lead Superintendent to oversee the construction throughout the Youngstown area.

The Lead Superintendent is responsible for the overall field execution of Build Ohio's Youngstown construction pipeline and will provide day-to-day leadership to the Assistant Superintendent, subcontractors, vendors, and other field partners. With homes operating simultaneously at multiple stages of construction, this position requires strong production management, scheduling, communication, quality-control, and problem-solving skills.

The Lead Superintendent will ensure homes are completed safely, on schedule, within established budgets, and in accordance with Build Ohio's plans, Construction Build Standards, energy-efficiency requirements, and quality expectations.

This is a hands-on, field-focused leadership position that is essential to Build Ohio's ability to deliver durable, affordable, and community-strengthening homes throughout Youngstown.

Key Responsibilities

1. Field Leadership & Team Supervision

- Provide overall field leadership for Build Ohio's Youngstown single-family construction program consisting of approximately 30–40 homes annually.
- Directly supervise and coordinate the work of the Assistant Superintendent – Youngstown.
- Divide field responsibilities between the Lead Superintendent and Assistant Superintendent to ensure adequate oversight of homes across multiple locations and stages of construction.
- Establish daily and weekly priorities for the Assistant Superintendent and other field personnel.

- Lead all onsite construction activities involving homes at various stages, including excavation, foundations, framing, mechanical systems, insulation, drywall, finishes, exterior work, and closeout.
- Coordinate subcontractors, vendors, material deliveries, inspectors, and other project participants.
- Conduct regular jobsite visits to verify progress, quality, safety, and readiness for upcoming trades.
- Maintain clean, safe, professional, and organized construction sites.
- Develop productive relationships with subcontractors, vendors, inspectors, city officials, neighbors, community partners, and homeowners.

2. Schedule & Production Management

- Manage the overall production schedule for Build Ohio's Youngstown housing pipeline.
- Implement Build Ohio's master construction schedule for individual homes and groups or batches of homes.
- Coordinate multiple homes simultaneously while maintaining proper trade sequencing and production flow.
- Develop weekly field priorities based upon the master project schedule.
- Work with the Assistant Superintendent to ensure each home advances toward established milestones.
- Identify scheduling conflicts, subcontractor shortages, material delays, inspection issues, and other potential production problems before they impact completion dates.
- Develop recovery plans when homes fall behind schedule.
- Coordinate required municipal and third-party inspections and ensure homes are prepared to pass inspections on the first attempt.
- Oversee punchlist completion, final inspections, certificate-of-occupancy requirements, and homeowner turnover activities.
- Assist management in establishing realistic construction start and completion projections for upcoming homes.

3. Buildertrend Project Management & Progress Reporting

- Maintain accurate and timely field information in Buildertrend for all active Youngstown construction projects.
- Update construction schedules in Buildertrend to accurately reflect project status, completed work, upcoming activities, and anticipated completion dates.
- Complete or oversee daily logs documenting jobsite activity, subcontractors onsite, weather conditions, inspections, delays, issues, and other significant developments.
- Upload current jobsite photographs documenting construction progress and important milestones.
- Maintain accurate progress reporting for each home so Build Ohio leadership can quickly understand the status of the entire Youngstown construction pipeline.
- Document inspection results, deficiencies, corrective actions, and significant field decisions within Buildertrend.

- Ensure the Assistant Superintendent consistently updates assigned projects and field information in Buildertrend.
- Use Buildertrend reports and schedules during weekly construction meetings to identify homes that are ahead of schedule, on schedule, or requiring corrective action.
- Maintain accurate documentation to support project draws, grant reporting, lender requirements, compliance reviews, and organizational reporting.

4. Quality Control & Build Ohio Standards

- Enforce Build Ohio's Construction Build Standard, approved plans, specifications, scopes of work, and energy-efficiency requirements.
- Maintain consistent quality across all Youngstown projects regardless of subcontractor or location.
- Inspect subcontractor work throughout construction for compliance with plans, specifications, building codes, and Build Ohio expectations.
- Verify critical dimensions, elevations, layouts, framing details, mechanical installations, electrical systems, plumbing systems, insulation, air sealing, and finish quality.
- Conduct formal quality-control inspections at major milestones, including:
 - Foundation
 - Framing
 - Rough mechanicals
 - Pre-drywall
 - Insulation and air sealing
 - Interior finishes
 - Final completion
- Document deficiencies and ensure corrective work is completed before subsequent trades proceed.
- Coordinate required energy-efficiency testing, HERS documentation, and other performance-related requirements.
- Continually evaluate construction methods and subcontractor performance to improve consistency and efficiency.

5. Subcontractor Management

- Provide clear expectations to subcontractors regarding schedule, workmanship, safety, cleanup, and Build Ohio standards.
- Coordinate trade sequencing across multiple active construction sites.
- Monitor subcontractor performance and communicate recurring performance issues to the Director of Construction.
- Verify that subcontractor work is complete before approving work for payment or recommending payment.
- Address workmanship deficiencies promptly and professionally.
- Assist Build Ohio leadership in evaluating existing subcontractors and identifying additional trade capacity as construction volume increases.
- Help establish strong subcontractor relationships that support Build Ohio's long-term growth in the Youngstown market.

6. Safety & Regulatory Compliance

- Maintain strict adherence to OSHA requirements and Build Ohio safety policies.
- Conduct regular jobsite safety inspections.
- Ensure subcontractors maintain safe working conditions and follow applicable safety requirements.
- Address unsafe practices immediately.
- Maintain required safety documentation, incident reports, and corrective-action records.
- Ensure projects comply with applicable building codes, zoning requirements, approved permits, inspections, and other regulatory requirements.
- Coordinate with local building officials when field conditions or code interpretations require clarification.

7. Communication & Organizational Reporting

- Maintain consistent communication with the Director of Construction and Senior Project Manager regarding production status, problems, staffing needs, subcontractor concerns, and upcoming decisions.
- Participate in weekly Youngstown construction coordination meetings.
- Provide concise updates regarding:
 - Homes under construction
 - Upcoming starts
 - Scheduled completions
 - Inspection status
 - Schedule delays
 - Subcontractor concerns
 - Material issues
 - Quality-control concerns
 - Items requiring management attention
- Immediately communicate significant safety, schedule, cost, quality, or regulatory concerns to Build Ohio leadership.
- Participate in pre-construction meetings, project kickoff meetings, homeowner walkthroughs, and project closeout activities.
- Coordinate effectively with Build Ohio's estimating, project management, finance, real estate development, and warranty teams.

8. Material & Resource Management

- Coordinate and verify scheduled material deliveries.
- Confirm materials are onsite before trades are scheduled whenever possible.
- Ensure construction materials are properly stored and protected from weather, theft, and damage.
- Monitor jobsite inventory and prevent unnecessary material waste.
- Identify recurring material shortages or ordering issues and communicate them to project management.
- Coordinate long-lead items with the Project Manager and purchasing personnel to avoid schedule impacts.

- Verify delivered products and materials comply with approved plans and Build Ohio standards.

9. Project Closeout & Warranty Coordination

- Manage construction punchlists and ensure deficiencies are corrected promptly.
- Conduct detailed internal final inspections before homeowner walkthroughs.
- Coordinate final municipal inspections and certificates of occupancy.
- Ensure Buildertrend project records, photographs, inspection documentation, and project information are complete prior to closeout.
- Coordinate turnover information with Build Ohio's Warranty Coordinator.
- Assist with identifying and resolving construction-related warranty concerns when field expertise is required.
- Evaluate recurring warranty issues and recommend changes to construction practices to prevent future problems.

Qualifications

- Minimum of 5 years of residential construction experience, preferably involving new single-family construction.
- Prior experience as a Superintendent, Lead Superintendent, Construction Manager, or similar field leadership position strongly preferred.
- Demonstrated ability to manage multiple residential projects simultaneously.
- Experience supervising Assistant Superintendents, field staff, subcontractors, or construction crews preferred.
- Strong understanding of residential construction sequencing from site preparation through final completion.
- Working knowledge of residential building codes, inspections, construction documents, and jobsite safety.
- Strong organizational and scheduling skills.
- Ability to identify construction problems and develop practical field solutions.
- Strong written and verbal communication skills.
- Ability to maintain accurate electronic project records and reports.
- Experience using Buildertrend or similar construction-management software preferred.

Leadership Expectations

The Lead Superintendent is expected to operate as Build Ohio's primary field leader in the Youngstown market. Successful performance requires more than managing individual construction sites. The Lead Superintendent must maintain visibility across the entire Youngstown pipeline, develop the Assistant Superintendent, hold subcontractors accountable, anticipate problems before they disrupt production, and provide Build Ohio leadership with reliable information regarding every active project. The position requires a high level of ownership, initiative, professionalism, accountability, and commitment to Build Ohio's mission.

Work Environment

- Primarily field-based position working on active construction sites throughout the Youngstown area.
- Regular travel between multiple construction sites is required.
- Exposure to weather, noise, dust, mud, uneven terrain, and typical residential construction conditions.
- Requires regular walking, standing, climbing, bending, and navigating active construction sites.
- Ability to lift up to 50 lbs. when necessary.
- Some office and computer-based work is required for schedules, Buildertrend updates, reporting, meetings, and project documentation.

Compensation & Benefits

- **Salary:** \$80,000–\$100,000, based upon experience and qualifications.
- Health insurance.
- 4% employer retirement contribution.
- Paid time off.
- Paid holidays and other benefits consistent with Build Ohio personnel policies.

About Build Ohio Inc.

Build Ohio Inc. is a nonprofit construction and community development organization dedicated to developing quality, energy-efficient, and affordable housing in communities throughout Ohio.

Build Ohio combines professional construction management with a community-centered mission. We believe safe, durable, well-built homes strengthen families, stabilize neighborhoods, and create long-term opportunities for communities.

As Build Ohio continues to expand its work throughout Youngstown and other Ohio communities, we are building a construction team capable of delivering high-quality housing at significant scale while maintaining the standards and attention to detail expected of every Build Ohio home.

Contact for Interest

Qualified candidates interested in the Lead Superintendent – Youngstown position should submit a résumé and statement of interest to Build Ohio Inc. to office@buildohioinc.org. For further questions or inquiries call (234) 360-3042.