

Construction Crew Leader Job Description

<p>Position/Title Site Supervisor</p>	<p>Reports To: Site Supervisor(s) (direct); Executive Director (direct); Finance/Family Services Director (indirect)</p> <p>Salary Range/Grade Level: Non-Exempt</p>
<p>Principal Objective of Position: To manage the safe and affordable house construction, rehabilitation, and warranty programs utilizing volunteer labor and contracted labor.</p>	<p><i>This job description indicates the general level and nature of work expected of the incumbent. It is not a comprehensive list of specific duties or activities associated with the position. In addition to the technical knowledge and abilities required, must be in good physical condition, be able to work outdoors, be able to stand, kneel and squat for long periods of time and able to lift and move 50+ lbs. without assistance (i.e. lumber, bundles of shingles, windows, doors, tools & equipment, etc). Supervisors must have reliable transportation, a valid driver's license and ability to qualify to be on Habitat's auto insurance policy – and the ability to maintain that qualification. Also must be able to work independently and follow instructions without constant/direct supervision. This position will work on both new construction and take the lead on home repairs through the Brush With Kindness program. May be asked to perform other duties as assigned.</i></p>
<p>Principal Areas of Responsibility Requiring 80% or More Time</p>	<p>Under the leadership of the Site Supervisor(s), lead volunteers at the Habitat construction site during construction build days, whether new construction or home repair. Organize projects ahead of volunteer arrival that are meaningful and necessary. Ensure that volunteers are used productively with minimal idle time. Create modified training and education to volunteer groups including the development and execution of on-site clinics for volunteer groups by providing mini instructional sessions. Adequately gauge volunteer ability and create an environment that utilizes volunteer skills positively.</p> <p>Ensure 100% safety of volunteers and staff while on site, whether new construction or home repair, with full compliance to OSHA standards as well as safety/ personnel/ practices of Habitat for Humanity of Goldsboro-Wayne.</p> <p>In coordination with Volunteer Coordinator, ensure that volunteers are greeted and signed in properly upon site arrival. Educate volunteers daily on Habitat's program, local mission, upcoming events and other pertinent information as given by the Site Supervisor(s), Finance Director or Executive Director. In cooperation with Volunteer Coordinator, recruit and recognize construction volunteers. Work with Volunteer Coordinator in recruiting, training and retaining volunteers and crew leaders. Resolve situations involving volunteers in consultation with the Volunteer Coordinator and the Site Supervisor(s).</p> <p>Under supervision of Site Supervisor(s) assess and – as appropriate – independently perform home repair projects.</p> <p>Adhere to building schedule and budget, whether new home construction or home repair, as approved by the Site Supervisor(s) and Finance Director with no deviation.</p> <p>Facilitate a positive, team-oriented environment in which all staff and volunteers are given the opportunity to achieve their full potential. Adhere to code of conduct and personnel policies that prohibit negative communication and talk against and person or entity of the HFHGW agency to any staff, volunteer, or subcontractor.</p> <p>Maintain a neat and clean work area including storage and maintenance facility to project a positive image of Habitat for Humanity to the public.</p> <p>Provide education and oversight for special volunteer groups, workforce, etc.</p> <p>Anticipate problems and issues typical of this ministry and personally act in a way suitable for a Christian workplace including in speech, conversations, dress, negotiations, etc.</p>
<p>Areas of Responsibility Requiring 15% of Time</p>	<p>Work with staff and board to design events that build support and enthusiasm for Habitat's mission in individuals and the community- at-large.</p> <p>Remain current and informed regarding building codes, energy standards, and applicable laws and other technical dimensions of construction operations. Attend continuing education training when asked and required.</p> <p>Provide weekly report of construction activities, expenses and projects to supervisors.</p> <p>Rectify all warranty complaints and repairs within stated timeframe as assigned.</p> <p>Attend staff meeting when required.</p> <p>Represent HFHGW at events such as home dedications, ground breaking ceremonies, fundraisers, and attend conferences as needed.</p>

<p>Areas of Responsibility Requiring Less Than 5% of Time</p>	<p>Perform public speaking to various professional, civic, and prospect groups in order to increase church, organizational, and individual sponsorship of homes when asked.</p> <p>Monitor competitive construction market environment (pricing and practices). Suggest potential advantageous building practices and material cost saving opportunities to Senior Site Supervisor(s) and Finance Director as identified.</p> <p>Implement and maintain safety and personnel policies approved by the Board of Directors. Address and document violations of policies and code of conduct by volunteers or colleagues. Present all policy proposal concerns to the Senior Site Supervisor, who may give approval to present to the Executive Director.</p> <p>Advocate for accessible and energy-efficient housing.</p> <p>Other duties as assigned.</p>
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I have received my job description and have read, understand and have the ability to perform the tasks in this job description without restrictions. I also understand the aspects of my job duties and criteria for annual review.

Signature

Date

Manager Signature

Date

Key Areas of Annual Evaluation:

- **Knowledge of the Job:** Each of the specific aspects of the job as described above will be evaluated for knowledge, completion, and thorough execution.
- **Alignment of the Habitat Mission:** All employees are expected to uphold the Habitat mission at all times. This includes but is not limited to functioning with Christian character in language, dress, and ethical relationships.
- **Communication:** You will be evaluated on relationship with key constituents within the Habitat family including supervisor(s), Board of Directors, Board committee members, co-workers, donors, volunteers, families, and guests. It is expected that each staff member maintain a cohesive, positive, and professional work relationship with all other members of Habitat. It is also essential to maintain excellent and respectful communication with the Executive Director including progress on tasks related to the job function and key responsibilities. Written and oral communication will be evaluated.
- **Leadership:** Leadership and initiative and key areas within our growing affiliate. Individuals should be able to motivate and recruit others to accept and complete assignments in a timely and satisfactory manner. Leadership will be evaluated on judgment (the ability to make decisions which solve problems, prevent accidents, reduce tension, etc.) and initiative or the ability to be proactive about matters.
- **Time Management :** You will be evaluated on how well you handle your current work load and how you manage new projects. This will be on the micro level (how you handle and appropriate time on a daily level) and macro level (how you manage multiple projects simultaneously). Productivity is essential, meaning what is the quality or output of your daily and weekly efforts? You will gauge how you plan and prioritize work and how you work under pressure. In addition, you will be evaluated on your prompt and ethical work such as arrival and departure to work.
- **Mentoring capabilities:** This area deals with how well you teach others related skills. Mentoring may come formally in the form of new hire training and development or informally such as working with new associates in work groups or subcommittees.
- **Flexibility:** Change happens. Key department heads and associates are evaluated on their ability to remain flexible in the midst of change within the affiliate. This addresses daily changes as well as the ability to adapt to changes of the vision and movement of the Habitat affiliate and HFHI.
- **Follows organizational structure:** Organizational structure addresses the ability to work within the unique structure of the Goldsboro-Wayne affiliate. Someone successful at following organizational structure communicates first with their immediate supervisor and does not try to circumvent lines of communication. Also, this individual does not engage in third-party conversations not related to them (i.e. office gossip or water cooler chat) about other individuals or incidences.
- **Problem-solving skills:** This relates to the expectation that individuals in a fast-paced work environment need to work under pressure and respond to challenge with the ability to solve problems. This assessment will be a measure of problems related to the area or affiliate are handled and/ or diverted. This deals with how potential problems are communicated with the group as well as how these problems are addressed. Individuals are expected to solve problems, not only to bring them to the attention of the supervisor.
- **Community Involvement:** This is the measure to which you are involved in promoting the Habitat mission and raising public awareness. Every individual will be evaluated on the level of community involvement because every person in the organization should be thinking about the overall mission and perspective of Habitat.
- **Development Initiatives:** This is the extent to which you are involved in individual and organizational fundraising activities within the affiliate. Like community involvement, resource development is an essential component of every member of our team. You are expected to cultivate individual donors as well as contribute information and resources for larger organizations. Your role in key fundraising events will also be investigated.
- **Personal & Professional Development:** As part of the local Habitat team, you should strive to develop personally and professionally. You will be asked to chart activities and events that have contributed to personal and professional development. This may or may not be activities financially sponsored by Habitat for Humanity. Please be prepared to share your development whether formally sponsored or not.
- **Communication and Involvement of Respective Board Committees (if applicable):** Involvement and communication with the Board/ Board committee members is the responsibility of every individual. You are required to maintain frequent communication with your Board committee members and update them on formal and informal issues related to your area. In addition, ample notice should be provided for every meeting. You should aim to develop a relationship with the committee, not just to show up to meetings to solicit the participation of others.
- **Customer Service:** Service is an essential component of the Goldsboro-Wayne affiliate. Individuals will be evaluated on both "internal" guests (fellow team members) and "external" guests (customers, Board members, Habitat families, donors, volunteers, etc). Associates are expected to attend to customers. We go above and beyond for all team members with sincere and courteous communication at all times.