

Construction Crew Leader Job Description

<p>Position/Title Construction Crew Leader</p>	<p>Chain of Command: Construction Crew Leader → Construction Site Supervisor → Construction Director → Executive Director</p> <p>Salary Range: Non-Exempt, \$17.50-\$19/hr, depending on experience & qualifications</p> <p>Work Schedule: Tuesday-Saturday, 7:30AM-4PM</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.</i></p> <p><i>Candidates must be 18 years of age or older and in good physical condition, able to work indoors and outdoors, able to stand, kneel and squat for long periods of time, move arms, hands and legs in repetitive motions, and able to safely lift and move more than 50lbs. without assistance (i.e. lumber, bundles of shingles, windows, doors, tools & equipment, etc). Candidates must be able to follow instructions without constant/direct supervision, work independently, and show initiative, but also must be team players and willing to ask questions and ensure understanding when necessary.</i></p> <p><i>Candidates are not required to have their own tools, but must have reliable transportation, a valid driver's license and ability to qualify to be on Habitat's auto insurance policy.</i></p> <p><i>Construction experience and knowledge is preferred, including the ability to read a tape measure and use a speed square, as well as other basic tools.</i></p> <p><i>Candidates with no construction experience but who can demonstrate an interest and ability to learn quickly and follow direction will be considered.</i></p> <p><i>Candidates with advanced construction knowledge and who bring additional skills such as drywall installation, masonry, driving skid steers, etc., may receive additional consideration.</i></p> <p><i>Please note that the description of duties below is not fully comprehensive and that employees may be asked to perform other duties as assigned.</i></p>
<p>Principal Areas of Responsibility Requiring 90% or More Time</p>	<p>Under the leadership of the Construction Director and Site Supervisor, the Crew Leader will:</p> <ul style="list-style-type: none"> • Assist with new construction and home repair projects as needed, performing duties on construction sites as directed, including use of hand tools and power tools, site organization and cleaning, etc. • Assist with ensuring that volunteers arriving on site are greeted and signed in properly; helping to educate volunteers on Habitat's program, local mission and other pertinent information. This also includes adhering to HFHG's code of conduct and personnel policies that prohibit negative and/or vulgar communication directed to or about any staff, homeowner, volunteer, donor, or subcontractor. • Lead volunteers on the construction site, helping to prep for their arrival and then ensuring that they are receiving adequate direction and that work is being performed safely with minimal idle time. • Ensure safety of volunteer and other staff by complying with OSHA standards and HFHG best practices, as well as maintaining and safe and organized construction site. • Report any concerns from fellow staff, volunteers or homeowners up the appropriate chain of command and work to address them as quickly as possible. • Learn the ins and outs of Habitat construction and the standards to which HFHG builds and repairs homes, including, but not limited to, our above-code building practices and energy-efficiency efforts. • Provide weekly report of construction activities, expenses and projects to supervisors, and ensure that any time sheets, volunteer logs, incident reports, or receipts are turned in promptly. • Attend staff meeting when required.

Areas of Responsibility Requiring 10% of Time	<p>Under the leadership of the Construction Director and Site Supervisor, the Crew Leader also will:</p> <ul style="list-style-type: none"> • Work with staff and board to design events that build support and enthusiasm for Habitat's mission in individuals and the community- at-large. • Represent HFHG at events including, but not limited to home dedications, ground-breaking ceremonies, fundraisers, and conferences as needed. • Monitor construction pricing and practices, make cost-saving suggestions, ask questions, and present policy and operational concerns and suggestions as appropriate.

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.