

**JOB DESCRIPTION**  
**Construction Crew Leader**  
Pensacola Habitat for Humanity

**Reports to:** Construction Director

**Supervisory Responsibilities for:** Volunteers, Partner Families working on the build site

**Description:** This position is responsible for the overall construction programs of PHFH.

In accordance with PHFH house plans, PHFH specifications and quality requirements, supervises overall construction activity and provides leadership to construction activity, including all volunteers and Partner Families. Insures that a safe construction environment is maintained in accordance with OSHA, and PHFH regulations.

**Employee Status:** Non-exempt, hourly at 40 hours per week

**Responsibilities:**

**1. Construction**

- Suggests potential advantageous building practices and material cost savings opportunities to Construction Director and Site Supervisor as identified.
- Supervises all site preparation and layout.
- Supervises job sites on each designated workday and works with construction staff to ensure construction is accomplished in accordance with approved permits and plans.
- Evaluates and implements good safety practices and constantly stresses same with crew leaders, volunteers, and partner families.
- Develops and implements current construction site safety manual and policy, safety precautions, and training of staff and volunteers in appropriate safety measures.

**2. Volunteers and Partner Families**

- Trains volunteers and homebuyers.
- Treats Partner Families and volunteers with respect and dignity. Strives to make their construction involvement meaningful and reminds house leaders, crew leaders and construction staff of this ministry requirement.
- Understands elements that contribute to successful volunteers and helps ensure that volunteers have a consistently good environment thus motivating them to return.
- Anticipates problems and issues typical of this ministry and personally acts on same if necessary to help ensure schedules are met and work plans enabled.
- Ensures that communications to volunteers and partner families are accurate and timely.
- Identifies volunteer jobs/needs not currently filled and satisfies needs with appropriate volunteers.
- Works with Volunteer Coordinator to prepare for volunteer workers at designated work site.
- Trains all volunteers utilizing knowledge from crew leaders and other construction staff.
- Meets all long and short term goals established by the Executive Director and construction staff.

**3. Other Duties as Assigned by the Construction Director**

- Responsible of filling out all required accident forms.
- Intimate knowledge of City and County building codes.

#### **4. Required Skills / Experience / Physical Requirements**

- Knowledge and experience in the construction/contracting business.
- Management experience preferred.
- Team building a real plus.
- Should have a Christ-centered approach to leadership.
- Must be a good listener and be able to engage in well-considered discussions.
- Must have good anticipatory abilities and personally act on same as need arises.
- Must be willing to understand the big picture of the PHFH ministry and know that construction is only a part of the larger goal.
- Ability to lift 50 pounds. Work will require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.
- Must pass Criminal Background Check and Sexual Offender Check