

Pensacola Habitat for Humanity, Inc.
Job Description

Job Title: Construction Crew Leader

Department: Construction

Reports To: Construction Director

Date: September 2018

Employee Status: Non-exempt, hourly, 40 hours/week

Summary: 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.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

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

- 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 and homebuyers utilizing knowledge from crew leaders and other construction staff.
- Meets all long-term 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.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Knowledge and experience in the construction/contracting business. Management experience preferred.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to work in high, precarious places; there is a risk of electrical shock and vibration.

The noise level in the work environment (a construction site) is usually loud (hammers and saws).

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, peripheral vision and depth perception. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; talk or hear and taste or smell. The employee is frequently required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.