



Construction Lead Job Description

TITLE: Construction Lead (Tuesday-Saturday; 5 days/40 hours a week – hourly position)

REPORTS TO: Construction Manager

ABOUT HABITAT: Habitat for Humanity of the Greater Teton Area (Teton Habitat) brings people together to build homes, communities and hope. We help low income families build strength, stability and self-reliance through homeownership. Habitat helps build stronger families and neighborhoods through homeowner education and by partnering with donors and volunteers to construct attractive, affordable homes. Homes are sold at no profit to pre-selected partner families with an interest free loan. Homeowners are required to contribute 500 hours of “sweat equity,” save at least \$2,500 toward the home closing, and take a series of homeowner education classes. Teton Habitat also runs a *Habitat for Humanity ReStore*, which sells donated building supplies, home furnishing and appliances to help fund Habitat’s mission. Teton Habitat is a locally run affiliate of Habitat for Humanity International.

JOB SUMMARY: The Construction Lead is an integral part of the construction team and carries out construction processes in accordance with the direction, policies and objectives set by the affiliate board and carried out by the Executive Director and Construction Manager. The primary responsibility of this position is to lead volunteers in construction activity on the build site – this includes planning, preparation, execution and clean-up for volunteer days. Secondary duties of this position are to assist Construction Manager in the completion of all other construction activity of the affiliate. The position is hired by the Executive Director and is accountable to both the Executive Director and the Construction Manager. All work will be coordinated by the Construction Manager.

RESPONSIBILITIES AND DUTIES:

- Have a thorough understanding of and be able to communicate Habitat mission to volunteers, donors and construction professionals
- Work closely with the Construction Manager and Construction Supervisors in facilitating volunteer groups and Habitat families on the build site
- Work with Outreach Coordinator to identify and cultivate crew leaders and other skilled workers
- Provide on-the-job training and supervision for semi-skilled and unskilled volunteers
- Ensure all volunteers have signed in and completed liability waivers
- Ensure the safety of volunteers by ensuring that safety practices are followed
- Prepare for each work day with appropriate tools and materials for volunteer group sizes
- Ensure quality construction and Habitat’s commitment to building energy-efficient, healthy homes and stay current on innovations in green building
- Ensure all tools and materials are properly cleaned up and stored at the end of build days
- Participate in weekly staff meetings to ensure coordinated advancement of organizational and departmental goals
- Perform other miscellaneous duties including errands as necessary, deemed by Construction Manager and ED
- Must work Saturdays

SKILLS & CHARACTERISTICS REQUIRED:

- At least 1 year of experience in residential (single and multi-family) construction
- Proficiency using computer, including Microsoft Word, Excel and Outlook and internet
- Strong organizational and project management skills and ability to follow through with minimal supervision
- Effective communication skills and ability to connect with people from a variety of backgrounds
- Passionate about the mission of Habitat for Humanity
- Valid Driver’s License, clean driving record, and ability to drive large vehicles and pull trailers (must submit a driving record)
- Ability to lift at least 50 lbs.
- English and Spanish speaking (desired)