

Job Title: Construction Leader

Purpose: While working with dedicated and passionate Habitat staff members and volunteers you will impact families' lives forever as the construction leader for new home construction and repair projects. As the leader of the transitional workforce development crew, this position will foster skill development in recent vocational school graduates and assist in mentoring crew members to further success in the skilled trades industry.

Time Commitment: Full time (40 hours per week), typically fulfilled during business hours of Monday-Friday 8:30am-4:30pm; flexibility required for scheduled evening/weekend meetings and Saturday sweat equity/volunteer hours. Overtime exempt.

Direct Supervisor: Executive Director

Supervises: Workforce Crew (up to 3 paid staff), Volunteers with novice/intermediate skills

Duties: *At all times this position will be responsible for ensuring compliance with all safety regulations is upheld by both staff and volunteers. Priority tasks will be established and updated continuously as workflow requires. Percentages of time as indicated in job description are subject to change and at times will require nearly 100% in one area such as homeownership build site support due to needs of organization. Other construction related duties may be assigned as our affiliate continues to grow our mission impact.*

Workforce Development Leader (40% of time)

- Complete interviews and hiring of workforce development crew
- Provide job training for crew members through work on homeownership build sites and on critical home repair projects
- Create a career success plan for each crew member in conjunction with Executive Director
- Coordinate additional trainings with partner agencies such as GLCAP, JFS, and Terra College
- Prepare status updates for the program as requested
- Attend relevant outreach activities to generate support for Workforce Development Program

Homeownership Build Site Support (35% of time)

- Determine scope of work in coordination with Build Chair
- Assist with sub-contractor identification and provide status updates
- Serve as worksite lead whenever present
- Create a positive project experience for volunteers, donors, and future homeowners

Critical Home Repair Work Leader (20% of time)

- Generate scope of work and any cost estimation
- Coordinate purchase of any materials and/or oversee any sub-contractor work
- Lead workforce development crew in completing repair
- Submit all necessary paperwork

Professional Development (5% of time)

- Attend trainings to enhance skills related to role
- Participate in staff meetings
- Join coalitions and/or other organizations to further networking that benefits the role and/or overall organization

Benefits:

- Paid Time Off after probationary 90 day period
- Flexibility of work times in coordination with supervisor
- Employee Assistance Program

**Qualifications:
Required**

- Knowledge of and experience in all aspects of residential construction and home repair including reading plans and troubleshooting on the job
- Able to guide, direct, and train workforce crew members as well as volunteers on the build site
- Good communication skills, both verbal and written, including email and MS Office software
- Ability to manage construction scheduling and material orders
- Experience working with sub-contractors and inspectors
- Must complete and comply with Habitat's Competent Person Safety Training
- Ability to pass background check including sex offender registry check
- Must have own transportation, valid Ohio driver's license, and clean driving record
- Able to lift 50 pounds, climb ladders and scaffolding, and physically perform all duties listed above

Preferred

- OSHA-10 certified
- Supervisory experience including interviewing candidates
- Preparing scope of work/job estimates
- Success as part of a team that includes volunteers working alongside paid staff
- Personal experience with Habitat for Humanity