



Job Title: Construction Project Lead

Job Posting Date: June 08, 2021

Employment Status: Hourly, Non Exempt

Reports to: Construction Superintendent

Job Summary:

The Construction Project Lead is responsible for leading AmeriCorps Crew Leads and volunteers in the direct construction process of the building and ReBuilding of all homes and continuing HFHMO's mission of eliminating poverty housing by providing safe, simple, well constructed housing and implementation of HFHMO's other community activities. This position is akin to a superintendent of a specific construction site or multiple sites within close proximity to each other. The focus is day to day leadership, task management, and quality control, as well as direct hands on construction when needs warrant. This position reports to the Construction Superintendent.

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

1. To oversee and perform the daily/weekly construction to ensure compliance to local building codes, and adhere to HFHMO building standards and plans. Submission of daily and weekly status reports.
2. To observe safe building practices by volunteers on job sites according to HFHMO Safety manual, standards, and policies. Submit proper reports in accordance with these policies.
3. To properly educate and train general volunteers and crew leads in HFHMO construction practices and techniques.
4. To be responsible for updating the HFHMO Construction Superintendent on current build issues and requesting any needed items of volunteers from the appropriate staff.
5. To be responsible for delegation of daily construction and construction support tasks and any Habitat equipment assigned for that days work.
6. To attend House/Crew Lead meetings held on the last Wednesday of April/August/November from 6-8pm.
7. Teaching of courses in home maintenance and repair to HFHMO partner families.
8. Completion of warranty work on existing HFHMO homes/projects.
9. Facilities maintenance at both HFHMO buildings.
10. Ensure that all OSHA and HFHMO safety policies and procedures are met in relation to area of work.
11. Performs other duties and assignments as directed by the Construction Director or Construction Superintendent.

Job Requirements:

- Sound construction management abilities and a minimum of three years residential construction experience and/or education.
- Interpersonal, planning, organizational and communication skills are requisite.
- Ability to work with diverse groups of people while coordinating multiple tasks.

- Must have extensive, hands on experience in various aspects and phases of residential home construction.
- Must be willing to work closely in partnership with staff, partner families, and volunteers.
- Must have good people skills and patience in being a teacher and facilitator.
- Working knowledge of maintaining overall construction process and schedules utilizing Microsoft products and construction management software such as UDA/Construction Suite.
- Position requires the ability to lift up to 50 pounds on a regular basis and will experience frequent bending, squatting, lifting and repetitive motion. Position also requires regular walking on uneven ground, rocks/gravel, unlevelled footing, etc.
- This position will be exposed to extremes in weather (e.g., heat, cold, wind, rain, etc.).
- Ability to drive HFHMO vehicles (CDL not required) and a good driving record with no greater than four points on BMV record.
- Must have own reliable vehicle to travel to and between various job sites, vendors, and facilities.
- Ability to work a flexible schedule including Saturdays and evenings as required. The Construction Department schedule is generally Tuesday-Saturday.

How to Apply: Email resume to Brent Jones, COO, at bjones@habitatmidohio.org

EQUAL EMPLOYMENT OPPORTUNITY

All qualified applicants will receive consideration for employment without regard to national origin, race, color, religion, age, sex, sexual orientation, marital status, individuals with disabilities, and equally to disabled veterans and veterans of the Vietnam Era.