

## Habitat for Humanity of Northern Fox Valley

Job Description: House Lead

**REPORTS TO:** Construction Manager

**WORKS WITH:** HFH volunteers, house sponsors and staff members

**HOURS:** Part-time, 2 build days per week, Wednesdays and Saturdays mandatory, 95% of time on site, 5% on planning, preparing, office, meetings

### Overall Responsibilities

Understand Habitat for Humanity's programs

Ensure quality construction, compliance with HFHNFV standards, manage site safety

Ensure compliance with all Federal, State and Local laws, codes and ordinances

Assist in establishing a schedule for the project, complete project on budget and on schedule

Project ends with occupancy permit

### Major Duties/Responsibilities

#### Planning/Scheduling

- Adhere to construction plans, standards and schedules to meet affiliate and sponsor goals
- Communicate schedule adjustments to HFH staff
- Be present at worksite on Wednesdays and Saturdays
- Prepare list of construction tasks for workdays
- Assure the safety and security of the site, tools and materials.

#### Volunteer Management

- Teach non-skilled volunteers how to use tools and train them on the day's construction tasks
- Provide safety talk and be aware of safety hazards throughout the day
- Monitor the work done by volunteers to ensure construction quality
- Maximize volunteer usage

#### Materials/Paid Labor

- Make judicious use of all materials by integrating donated and inventory items into construction.
- Prepare materials and tools for each work day.
- Check work-site and report back to the Construction Manager after each work day for work completed, quality and to assess needs for the next work day.
- Submit coded invoices promptly

#### Public Relations/Fundraising/Partner Families

- Explain Habitat mission, goals, programs, etc to volunteers, neighbors and the public as needed
- Cultivate relationships with crew leaders, donors and sponsors
- Help develop policies and procedures with HFH staff regarding construction, standards and safety
- Communicate standards and product choices to partner families and ensure compliance

### Requirements and Skills

Ability to work with volunteers, donors and sponsors and ensure they have a good Habitat experience

Ability to read construction drawings

Knowledge of all phases of construction

Ability to work effectively as a member of a diverse team in a manner which retains supporters

Ability to plan, organize and delegate

Ability to communicate in both written and verbal form

### Working Conditions

Site work requires broad mobility, ability to climb ladders to roof level and into foundations

Ability to lift at least 100 pounds

Travel to construction sites and warehouses in own vehicle

Ability to drive vehicles with trailers, as well as bobcat and forklift preferred