



Position Description – Construction Site Lead

Reports to:	Executive Director
Status:	Non-Exempt, Full time hourly up to 40 hours per week
Schedule:	Tuesday – Saturday (flexible -typically 8 am – 4 pm)
Pay Rate:	\$22-25 hour depending on experience
Benefits:	Health Insurance, PTO, and Life Insurance

Position Summary:

We are seeking a dynamic, outgoing, and qualified candidate to join our Habitat team. The Construction Site Lead is responsible for overall construction on multiple job sites from start to finish. The position oversees the entire construction process and occasional repair work. This is a very hands-on role working alongside primarily volunteer crews of varying sizes and skill levels. This position plays a critical role in our work and the applicant needs to be committed to our mission. They also need to be a professional and positive represent of HFHBC on the worksite and in the community. This is a great opportunity for those looking to get out of long workdays and hours, but still do what you love.

Minimum Requirements/ Skills:

- Minimum of five years' experience in the construction/contracting business
- High degree of construction competency.
- Excellent communication and leadership skills.
- Team player and dependable.
- Basic computer skills.
- Ability to train semi-skilled and unskilled staff and volunteers.
- Self-Starter with minimal direction needed.
- Must pass a criminal background check and drug test.
- Highly organized with attention to detail.
- Ability to lift 50-75 lbs.
- Valid driver's license.

Essential Duties and Responsibilities:

- Position requires the physical ability and high level of skill to perform all phases of residential construction.
- Ensures a safe working environment and conducts safety training for volunteers and future homeowners.

- Ensures building materials and appliances are purchased and available in a timely manner.
- Ensures surveys, development orders, permits, blueprints, energy audits, certificates of occupancy, and all inspections are ordered at the phases needed.
- Prepares tools, materials, and task lists for each workday.
- Able to create fluent construction work schedules/calendars, adjusting as needed.
- Trains and supervises other construction staff and volunteers.
- Continuously analyzes different areas of construction to ensure efficiency and cost saving opportunities.
- Ability to anticipate potential problems and issues, to take necessary steps to adjust and ensure deadlines are met.
- Responsible for inventory and organization of construction warehouse, trailers, vehicles, equipment, and all tools.
- Develop and prepare contingency plans for days of inclement weather and various sizes of volunteer work groups.
- Pick Up and Secure job site(s) at the end of each workday.
- Ensures that finished product meets HFHBC quality design criteria standards and meets Florida Building Codes.
- Works with Executive Director and Construction Committee to establish and achieve long and short-term goals.
- Attends all required meetings and training.
- Lines up sub-contractors as needed.
- Other duties as assigned.

*** This job description is not intended to be all-inclusive. Statements in this job description are intended to describe the general nature of the work to be performed. It does not include all responsibilities, duties, and skills required for this position. Employee may perform other related duties as assigned to meet the ongoing needs of this organization.*

Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____