



## **Construction Assistant Crew Leader**

### **Scope of Responsibilities**

The Construction Assistant Crew Leader is responsible for general construction functions, leading groups of volunteers in building Habitat homes and following established procedures for all operating functions including but not limited to, safety and inventory control. The Construction Assistant Crew Leader will assure quality building standards and the safety and well being of all volunteers at all times.

### **Specific Duties**

- Assists Construction Director and the Construction Site Supervisor in all facets of construction including, but not limited to framing, exterior finishing, drywall, carpentry, flooring, finishing and general clean up.
- Supports Construction Director and the Construction Site Supervisor to ensure that all work sites are kept in a neat and orderly manner
- Leads volunteer groups in building Habitat homes, ensuring quality volunteer experiences by providing appropriate set up, training and supervision.
- Follows all safety procedures, providing a safe work environment and proper supervision of all volunteers and co-workers while work is in progress.
- Assists Construction Site Supervisor in the evaluation and maintenance of all tools and equipment to ensure that they are in safe working order.
- Follows all inventory control procedures to ensure that all materials are properly accounted for.
- Maintains all work areas, materials and tools in a neat and safe manner in accordance with site standards.
- Assists in the day-to-day training of AmeriCorps members in construction practices.
- Attends construction meetings, providing constructive ideas regarding construction schedule, construction practices, operations, and the volunteer program on a as need basis.
- Serves as an ambassador for Habitat for Humanity with all volunteers, presenting accurate, compelling information about the affiliate and Habitat for Humanity International.
- Protects Habitat for Humanity of Bucks County from liability including matters of safety and inventory control. Reports potential concerns to the Construction Director and or the Construction Site Supervisor in a timely manner.
- Performs additional tasks as assigned by the Construction Director, Construction Site Supervisor and/or the Executive Director

### **Work Habits**

- ✓ Values a team-oriented approach to decision making and problem solving
- ✓ Works effectively both individually and in a team environment
- ✓ Demonstrates initiative and dependability
- ✓ Friendly, engaging, professional manner
- ✓ Uses an analytical approach to problem solving
- ✓ Exercises excellent judgment
- ✓ Uses discretion when dealing with sensitive or confidential matters

### **Skills and Experience Required**

- ✓ Demonstrated the ability to work on all areas of a construction site including but not limited to trenches, ladders, scaffolding and roofs
- ✓ Shows basic/ entry level skills in all aspects of construction including but not limited to footing and foundation installation, rough carpentry, finish carpentry, insulation, flooring, painting and calking, basic exterior finishes and equipment operation.
- ✓ Show interest in developing construction skills and further advancement with Habitat
- ✓ Is capable of lifting a minimum of 50 lbs. on a regular and consistent basis
- ✓ Friendly, engaging, professional manner
- ✓ Experience in working with, and through volunteers
- ✓ Demonstrated initiative and dependability
- ✓ Demonstrated problem solving skills
- ✓ Valid driver's license

**Position Reports to: Construction Director and/or Construction Site Supervisor**