

## POSITION DESCRIPTION

### Mission

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

### Compensation

Starting at \$22/hour

### Benefits

- ✓ Health insurance
- ✓ Dental insurance
- ✓ Vision insurance
- ✓ Short- & long-term disability
- ✓ Life insurance
- ✓ Retirement plan
- ✓ Paid holidays
- ✓ Flexible paid time off
- ✓ Book and movie clubs
- ✓ Wellness initiatives

### Classification

Nonexempt

### Reports to

Construction Project Manager

### Summary/Objective

The Construction Site Foreperson's primary objective is to provide labor and oversight in the repair or construction of single-family homes from framing to finishes. The volunteer experience is vital to the function of the organization and therefore this position requires excellent verbal communication skills, a positive attitude and strong awareness of utilizing volunteers' time efficiently. This position typically manages, on average, 20 volunteers independently and up to 100 volunteers with other staff for large event builds. Ability to teach construction tasks to unskilled volunteers and oversee the quality of their work, making corrections as needed, is a significant portion of the day-to-day function of this position. For work that does not require volunteers, this position will continue to work onsite with other staff to ensure homes are complete through the final punch. Other duties include but are not limited to overseeing quality of work by subcontracted trades in the field, verifying quantities of materials delivered to the site are accurate, and collaborating with the Construction Project Manager to schedule work to meet deadlines. With safety at the forefront of everything done at the organization, it is imperative that this position always be aware of surroundings, quick to respond in the event of an accident and conscious of any unsafe conditions that may arise.

### Essential Functions

1. Monitor quality of construction of the home through all phases with the Construction Project Manager
2. Coordinate with trades and assist with completion of work scope for repair projects. Report any improper installations or poor quality of work by trades as needed
3. Provide labor for construction as necessary to assist in maintaining build schedule
4. Ensure the proper quantity and types of tools required for the tasks are available to volunteers each day

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5. Collaborate with Procurement Department to ensure an accurate quantity of materials are delivered in time for volunteer groups and trades as needed
6. Provide brief safety training and general overview of each day's task to group or individual volunteers
7. Educate volunteers on the task(s) they are assigned to that day and ensure they fully understand before allowing them to work independently. Maintain supervision of their work throughout the day and help those who appear to need assistance
8. Ensure that Crew Leaders are given proper instructions and provided necessary tools to assist in leading volunteers
9. Work with future and current homeowners during and after the construction of their home
10. Maintain a well-organized trailer and jobsite at all times
11. Ensure all homes are locked and secure each day before leaving the site
12. Lead activities and behaviors which promotes safety for staff, volunteers and subcontractors

### Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. Ability to function effectively with a minimum of daily direction and support.
3. Can solve problems and make decisions independently in a creative and effective manner
4. Proficient in Microsoft Office Suite
5. Ability to work directly with people from diverse racial, ethnic, and socioeconomic backgrounds
6. Framing & Carpentry Skills
7. Knowledge of both new construction and rehab
8. Basic Software competency and ability to perform basic tasks on computer and mobile applications

### Supervisory Responsibility

Crew Leaders & Volunteers

### Work Environment

While performing the duties of this job, the employee may periodically be exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level in the work environment and job sites can be loud. The position regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and debris.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The position lifts heavy objects, walks and stands for long periods of time and performs strenuous physical labor under adverse field conditions. The employee lifts, pushes, pulls or carries objects; uses abdominal and lower back muscles to provide support over time without fatigue. The position requires good manual dexterity (hand, hand with arm, two hands) and multilimbed coordination. The position requires the ability to quickly move arms and legs. The employee must have excellent stamina.

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### Position Type/Expected Hours of Work

This is a full-time, hourly position. This position requires long hours and weekend work. Primary schedule would be 7am-3:30pm Monday – Fridays, with Tuesday – Saturday schedule when volunteers are scheduled.

### Travel

Travel is primarily local during the business day in company vehicle.

### Required Education and Experience

Minimum of 5 years rough carpentry experience

Minimum of 5 years of hands-on residential construction experience

Excellent verbal communication skills with a variety of audiences, including volunteers, trades and homeowners

Enthusiasm, team-oriented and detailed

Must obtain Anti-Money Laundering certificate within first 90 days: training provided by Habitat

Must obtain First Aid/ CPR/ AED certificate within first 90 days: training provided by Habitat

Must obtain Forklift operator certificate within first 90 days: training provided by Habitat

Must obtain OSHA Competent Person certificate within first 90 days: training provided by Habitat

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### Office Location:

4116 Silver Star Rd. Orlando, FL 32808

### To Apply:

Please send resume and cover letter to [employment@habitorlandoosceola.org](mailto:employment@habitorlandoosceola.org)

All resumes will be reviewed upon receipt.

*Habitat for Humanity Greater Orlando & Osceola County, Inc. is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*

8/10/2021

## POSITION DESCRIPTION

### Habitat Greater Orlando & Osceola County Core Values

WE... leads our core values as WE are a team operating together. WE are the foundation that the core values are built upon; these values do not apply to or represent just one of us -- they apply to all of us. Only as a team will we succeed.

#### Deliberate

- Planful – You look forward and work not only on what is in front of you, but also what is on the horizon.
- Measured – You pay attention to the little details that make a big difference.
- Levelheaded – You do things the right way, even when it's not the easy option.

#### Honorable

- Candid – You point out issues, along with possible solutions.
- Transparent – You own your mistakes and learn from them.
- Trustworthy – You do what you say you are going to do.

#### Nimble

- Empowered – You accept the independence and responsibility to excel.
- Creative – You integrate process improvements and innovations into project enrichment.
- Flexible – You welcome opportunities to broaden your skill set and gain new perspective.

#### Optimistic

- Positive – You embrace opportunities to positively elevate others.
- Fun – You work hard...but have fun doing it.
- Playful – You incorporate a spirit of adventure and playfulness into your work when appropriate.

#### Tenacious

- Diligent – You are mindful about the details and show care and enthusiasm for big and small projects alike.
- Dedicated – You champion perseverance in all that you do.
- Driven – You make sure that the job gets done even when there are obstacles or tight deadlines.